

JOB DESCRIPTION

Job Title	Team Manager, Building Compliance
Position Status	Permanent
Hours of Work/Days of Work	Up to 40 hours per week – Monday to Friday
Business Unit & Team	Planning & Development
Reports to	Manager, Building Services
Direct Reports	Building Compliance Officer, Building Compliance Coordinator
Base Location	Mangawhai
Salary Grade	Grade 15
Delegations	In accordance with the Delegations Register for the Building Act
Key Internal and External Partners/Customers	Building Consent Authority, Resource Consents, Customer Services, BCA Contractors, Property Owners, Consentium, MBIE, FENZ

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

This role leads a team responsible for building compliance and Territorial Authority functions, which are carried out consistently and in accordance with the Building Act and MBIE guidance. This involves other associated legislation including the fencing of swimming pools act and council bylaws.

Guidance and recommendations are made to the Manager, Building Services regarding significant breaches committed against the Building Act.

The building compliance function works closely with the Building Consent Authority as part of monitoring, compliance, and enforcement activities, for the implementation of building control policies and procedures.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

KEY RESPONSIBILITIES

Leadership	<ul style="list-style-type: none"> • Reinforce the vision and direction set by the Manager, Building Services, General Manager Planning & Development and the council's Executive Team. • Provide direction, empower, motivate and develop others, creating a team of highly engaged staff motivated to achieve business department, division and organisational goals. • Provide clear direction, objectives, priorities and outputs for direct reports. • Be a role model for our shared values. • Lead team members to ensure a high-performance culture and address any issues impacting team or individual performance in accordance with relevant policies. • Implement operational changes to support the Building Services Department in becoming an exemplar for the delivery of building consenting services. • Monitor the team to ensure they have the necessary tools and resources to achieve business objectives, priorities and outputs. • Communicate clearly and regularly with other team leaders and work collaboratively in the delivery of operational outputs. • Ensure that people policy and practices are consistently observed and implemented and that opportunities exist for ongoing professional growth and development. • Providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.
Operational Management	<ul style="list-style-type: none"> • Oversee Territorial Authority functions to ensure they are performed in accordance with legislation and MBIE guidance • Peer review Certificate of Acceptance (CoA) and issued notices (i.e., dangerous/ insanitary/ notice to fix/ Earthquake prone building (EQP) notice) • Ensure the building compliance team follow up and resolve issued notices • Adopt policy and procedures in relation to Territorial Authority functions • Provide technical and policy training and guidance as well technical leadership • Undertake monitoring, compliance, and enforcement activities • Prepare serious significant breach reports • Undertake inspections for building compliance (e.g., Building Warrant of Fitness (BWof) audits / swimming pools inspections). • Provide advice on building compliance in accordance with the building act both internally and externally



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- Liaise with legal and the Building Services Manager over building compliance issues, and prepare evidence and information required to assist Council's insurer or legal in relation to any claims or cases against Council
- Identify emerging issues and resolve at the earliest opportunity. Escalate issues that are identified as a risk to Council.
- Monitor and report on team and individual performance as required
- Provide employees with clear direction regarding performance objectives, and regular fair and objective feedback
- Consistently and fairly identify and address poor performance within the team (including facilitating mentorship, training, supervision, formal and informal performance management as required)

Customer Focus

- Contribute to the development of proactive customer education, liaising with customer groups, encouraging early consultation, and providing feedback to customers on meeting building compliance
- Provide a level of ownership and accountability for the customer experience within the building compliance function.
- Instill a culture of customer focused thinking and operating within the team, educating and reinforcing the council's customer service principles.
- Work collaboratively with peer Team Managers and other leaders to ensure that operational decisions are made with the customer in mind.
- Respond to, record, investigate and resolve customer complaints
- Respond to customer needs in relation to technical/legal advice on building compliance and building work within the boundaries of the Building Act 2004
- Resolve conflict between parties on the Building Act
- Provide support to other teams within the organisation that are involved in customer service response

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing

- Take care of your own health, safety and wellbeing and that of others affected by your work
- Ensure prompt reporting of all Health and Safety hazards or incidents

Professional Development

- Participate in monthly and yearly roadmap planning and chats with your manager and team
- Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.



Whakaute
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<p>Other Organisational Responsibilities</p>	<ul style="list-style-type: none"> • Complete any annual mandatory learning. • Provide a CORE customer experience (connected, open, reliable and easy) • Champion our values • Adhere to our ways of working (WoW) • Observe KDC policies, procedures and guidelines • Comply with policies, procedures, standards and legislation relevant to the role including people and capability, workplace health and safety, • Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice • Maintain records in compliance with the Public Records Act 2005 • Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required • Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies • Other tasks and/or projects as assigned
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COMPETENCIES

<p>Leader of Self</p> <ul style="list-style-type: none"> • Work Together • Deliver Results • Champion Innovation • Provide Customer Experience Excellence • Make Informed Decisions • Communicate Clearly 	<p>Leader of Others</p> <ul style="list-style-type: none"> • Manage People • Develop Vision and Strategy (T2) • Leverage Business Acumen • Manage within a Political, Legislative and Regulatory Environment • Be a Leader of Change
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SUCCESS PROFILE

<p>Qualifications & Experience</p> <ul style="list-style-type: none"> • A tertiary diploma and/or a trade certificate qualification relevant to the building industry. • Training and practical industry experience in building, plumbing and drainage, <ul style="list-style-type: none"> ▪ Building design, or building inspection. • Site Safety Certificate. • A current New Zealand driver's license. • A minimum of 3 years' experience in building compliance or monitoring related processes and procedures • Knowledge of Acts required: 	<p>Role Specific Skills & Attributes</p> <ul style="list-style-type: none"> • Ability to build and maintain positive and constructive relationships • Problem solving • Excellent time management • Adaptability and flexibility • Attention to detail and accuracy
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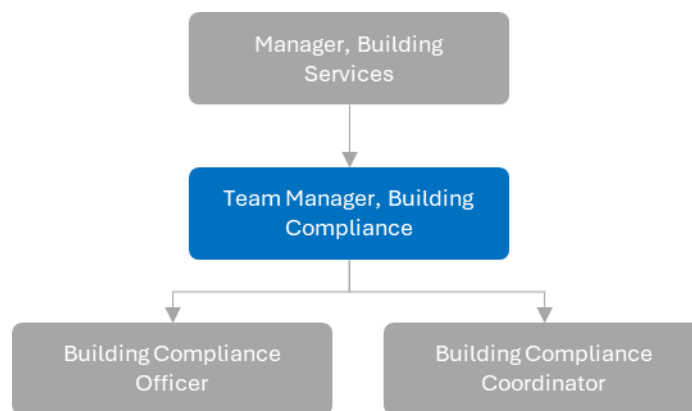
- Fencing of Swimming Pools Act 1987
- The Fencing Act 1978
- The Building Act 2004
- Building Code and associated building regulations
- Campground regulations 1985
- Local Govt Act 2002
- District Plan cDemonstrated experience in developing and leading high performing teams.
- Strong commitment to working collaboratively with customers and colleagues.
- Sound computer and technology skills

Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- you to be on call, or attend some emergencies outside of core work hours (for example: Civil Defence Emergencies)
- you to work in the office or in accordance with an approved flexi arrangement

ORGANISATION CHART



whakate
RESPECT



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