

Job Description



My Position

Position:	Building Technical Officer – Processing
Section:	Building Assurance
Group:	Environmental Services
Responsible to:	Team Leader – Building Consents
Job Purpose:	<ul style="list-style-type: none">• To provide competent, timely building consent processing and/or building inspections, professional advice and technical services to meet the Council's statutory Building Act objectives.• To support Council with specialist knowledge when required by other legislation such as the Local Government Act and in Civil Defence emergencies.• To contribute to Council maintaining its Building Consent Authority status by performing functions as set out in the BCA manual.• To keep up-to-date on Building Assurance rules, best practice and materials information• To provide the above services in an excellent customer service and cost efficient manner.

Our Council

Our District Vision:	Thriving resilient Tasman <i>Kia manawaroa te tai o Aorere</i>
Our Purpose:	Delivering Public Value <i>Kia whai hua mā te marea</i>

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – Innovation. *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We deliver differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success

- We bring the right attitude to work
- Safety and wellbeing come first

- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Environmental Services Group

The Environmental Services Group are the Tasman region's front-line providers of environmental information, science expertise, and natural infrastructure management. We provide respected specialist expertise across a range of land, water and ecological disciplines, and serve as the region's natural hazards advisor during times of emergency. Our dedicated teams also carry out extensive environmental control and protection work across the region, including biosecurity, catchment enhancement, coastal erosion, and river management works.

The Group also looks after most of the Council's regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control, biosecurity and maritime safety.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in business process improvement, data management, people, tools, and science, and by respecting, supporting and enabling those that rely on our work. Our information systems and specialist advice provide a wealth of environmental understanding, enabling our Council and communities to make empowered decisions.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p>Building Consent Processing</p> <ul style="list-style-type: none"> • Check assigned simple (R1 complexity) Building Consent applications against legislative requirements. • Use appropriate check-sheets and keep accurate records. • Liaise with applicants and make requests for further information when necessary. • Prepare applications into final sets of plans and documents, for issuing the Building Consent. • Work in an efficient manner and remain within statutory timeframes. • Answer public enquiries on building related matters when required. 	<p>Building Consent Processing</p> <ul style="list-style-type: none"> • Simple (R1 complexity) Building Consent applications are processed appropriately and within the timeframes, • Check sheets are followed and records are kept as required by the BCA manual and Council policies. Requests for further information are made as soon as possible. • Site visits and applicant liaison is undertaken as required to gather all necessary information to make appropriate decisions on applications. • Quality decisions based on the information and detailed with appropriate notes are made. • BCA Quality Systems are followed and targets for timeframe and volume for processing are met. • Feedback from applicants, CSOs and Co-ordinator Building Consents confirms that public enquiries on building issues are handled in an accurate, appropriate and helpful way and does not expose Council to liability.
<p>Building Inspections</p> <ul style="list-style-type: none"> • Carry out (R1 complexity) building inspections and consent procedures in accordance with the BCA manual and other legislative requirements. • Carry out necessary inspections in an efficient and timely manner 	<p>Building Inspections</p> <ul style="list-style-type: none"> • Council's liability is minimised through properly following Council BCA procedures and other documented requirements. • Inspections are carried out in an efficient and timely way. • Enforcement, inspections and other processes are consistent fair and accurate.

<ul style="list-style-type: none"> • Ensure that technical and enforcement services are carried out in a consistent, fair and accurate manner. • Contribute to an efficient integrated building consent service by working positively with other sections of council as required. • Ensuring a seamless, integrated inspection service is provided particularly with regard to resource consent and engineering matters. 	<ul style="list-style-type: none"> • Building Consent applicants benefit from a cross Council co-operative approach and efficient systems.
<p>Recording and Reporting Systems</p> <ul style="list-style-type: none"> • Provide appropriate information to Administration Officers to enable records of building consents to be kept up to date at all times. • Ensure accurate records of inspections and Building Consent processing are maintained and all correspondence and files managed appropriately. • Provide support and information to enable the continued improvement of the building consenting and inspection system 	<p>Recording and Reporting Systems</p> <ul style="list-style-type: none"> • Reports confirm that the status of consents information is accurate and timely. • Records are produced and appropriately maintained to meet Council requirements. Filing is carried out promptly. • Co-ordinator Building Consents confirms that support, information and ideas for improvement are suggested and where approved, implemented and documented. • Increased efficiency, minimisation of liability, improved processing and turnaround time is achieved.
<p>Liaison</p> <ul style="list-style-type: none"> • Maintain robust recording and liaison systems to ensure all matters that require discussion, clarification or modification are suitably dealt with or handed on to the relevant person. • Resolve or take appropriate enforcement action on any matter regarding non-compliance with council's statutory building functions, assisted by the council compliance officers where necessary. • Reply to correspondence from building consent applicants and others as required by the Team Leader of Building Consents, Team Leader Inspections or other management. 	<p>Liaison</p> <ul style="list-style-type: none"> • Where necessary the relevant officer is provided with the information without delay. • Council's statutory enforcement functions are undertaken in a consistent, fair, and accurate way. • Correspondence is processed and replied to in accordance with Council's timeframes and other policies.

My Contribution

Accountability

- I take responsibility for my performance, decisions and actions and how these impact on others.
- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.
- I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

Customer Focus

- I focus on the needs of our customers and provide all of them with outstanding service.
- I treat all people with respect, and I deliver on the commitments I make.
- My actions are fair and build trust with my colleagues, customers and our community.

Relationship Building

- I build and maintain genuine relationships with my colleagues, customers and our community.
- I actively listen to others and am supportive, friendly and helpful.
- I respect all cultures and act in ways that make others feel included and valued.

Resilience & Adaptability

- I support new ways of working and am able to be flexible and calm when facing change or difficult situations.
- I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work.
- I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.

Motivation & Drive

- I take responsibility for my own learning and development and welcome feedback to improve my performance.

<ul style="list-style-type: none"> • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
<p>Collaboration & Inclusion</p> <ul style="list-style-type: none"> • I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
<p>Civil Defence Emergency Management</p> <ul style="list-style-type: none"> • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.
<p>Working within te ao Māori</p> <ul style="list-style-type: none"> • I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. • I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. • I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role. • I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

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| My Qualifications and Experience: | <ul style="list-style-type: none"> • Regulation 18 qualification or recognised equivalent in the building trade (Level 5) or working towards Regulation 18 qualification (Level 6). • At least five years' experience in the building or trade industry. • Competency assessed as being a processor and/or inspector of Category Residential 1 (R1) building works. • Experience within a Building Consent Authority is preferred but not essential. • Demonstrated strong digital literacy skills and ability to analyse and produce quality information/documentation. • A sound working knowledge of relevant statutes, regulations and standards pertaining to Building. |
| My Personal Attributes: | <ul style="list-style-type: none"> • Good written and oral communication skills, in particular an ability to effectively and concisely present information to management or the public. • Initiative and good judgement skills and a disposition to solving problems. • Good organisational skills and an ability to work under tight time constraints • An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork. • This position requires the incumbent to work with minimum supervision. |

My Agreement

My Name:

My Signature:

Date:

