



## Position Description – Senior Building Surveyor – Residential Inspections

**This position reports to:** Team Leader Residential Inspections

**Career Level:** 16

### Position purpose:

To support the Team Leader Residential Inspections in leading the day-to-day delivery of building services to the community by:

- Supporting the Team Leader Residential Inspections in leading the day-to-day coordination of undertaking the majority of building act functions that council is responsible for, including inspecting and certification, and ensuring daily operational workflows are efficient, effective and applied consistently following the Quality Manual and standard operating procedures.
- Providing day-to-day leadership, technical support and guidance to colleagues, including on the job supervision, coaching and mentoring to support team member development and contribution.

**Direct reports:** Nil

**Indirect reports:** Nil

### The key areas of responsibility include:

**Technical Procedures:** Process, analyse and make a decision to grant or refuse various types of applications (both residential and commercial) under the Building Act, including but not limited to:

- Building consents
- Building consent lapse decisions
- Code compliance certificates
- 24-month code compliance decisions

Inspect buildings and building work to determine compliance with all relevant legislative requirements and building consent documentation; assess and clearly document reasons for decision on new products, waivers and modifications to the Building Code, and complex alternative solutions.

Maintain and apply knowledge of legislation and authority requirements relating to the construction of buildings, including but not limited to, the Local Government Act, Resource Management Act, District Plan, Hazardous Substances and New Organisms Act, Regional Council (Ecan), Heritage NZ (Pouhere Taonga), Fire and Emergency NZ (Whakaratonga Iwi), and Worksafe (Mahi Haumaruru Aotearoa);

Day-to-day technical support to Residential Building Surveyors including:

- Provide technical support, for on the job training and mentoring to team members
- Supervise and document supervision of Building Surveyors working outside of their current competency
- Ensure all sign offs and records required by the quality system are completed in a timely manner to support the team and their development

Be a good  
human

Be brave – think  
differently

Better  
together

Make it happen  
for Selwyn

Selwyn  
DISTRICT COUNCIL

- Make realistic and sound decisions based on consideration of all the facts and alternatives available to manage risks.
- Seek relevant information and draw sound inferences from that information to make risk-based decisions.
- Sign off legislative documents and notices for team members within delegated authority
- Respond to change positively to support colleagues through change, and accept change as part of the business process.

**Investigations;** investigate, analyse, document, and recommend technical decisions that have been identified by team members; investigate and resolve allocated customer complaints.

**Effective Communication/Customer Focus;** respond to and resolve internal and external customer needs and enquiries accurately and efficiently within agreed timeframes, keeping the customer informed of progress; contribute to enhancements to public information on the website; role model customer service and professional communication; resolve conflicts with customers; lead and provide advice at large scale project pre-application meetings ensuring accurate documentation of what was agreed on by all parties; facilitate/present and participate in customer education forums and public events as required to build relationships with stakeholders.

**Leadership;** support the Team Leader in providing direction, empowerment, motivation and developing others to achieve business unit and organisational goals; mentor and guide team members supporting their development and achieve and maintain their competency; support team leaders with performance reviews if required and acting up as necessary.

**Working Collaboratively and Communicates;** helps others when they can see they are struggling; liaise with other parts of the Council as required to meet customer needs; share information and collaborates across the unit and wider organisation to improve understanding of roles, functions and achieve respective objectives; communicates in a clear and constructive manner; ensuring messages are understood.;

**Learning and Development;** focused on continuous self-development; seeks regular feedback on own performance, responds and modifies behaviour constructively assists Team Leader with induction of new team members. Participate in training, sharing information and knowledge to assist with the professional development of colleagues.

**Quality Systems and Accreditation;** complete procedure audits and technical reviews as allocated; champions and actively contributes to continuous improvement of the building teams policies, processes, and standard operating procedures; innovate, develop, communicate and exhibit a best practice approach to building matters; maintain timely and accurate records, documenting all decisions, reasons for decisions, and outcomes on the relevant file.

**Technical Knowledge/Maintain Competence;** provide peer and technical support as required; hold the relevant competency level applicable to the role;

*Residential - could hold either a processing or inspection competency at a residential level (ie; not expected to hold both, however must demonstrate knowledge in both areas);*

As a technical officer working for the building consent authority, you are expected to:

- Hold a Regulation 18 compliant qualification in accordance with the Building (Accreditation of Building Consent Authorities) Regulations 2006.
- Maintain competency through annual or more frequent competency reviews
- Complete and apply learnings from training identified as being required.
- Maintain a record of all training and professional development activities undertaken.

**Direct reports: Nil**

**Indirect reports: Nil**

## Deliverables

### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required.
- Stay up to date with legislation and practices as appropriate to role.
- Understand the intent/ethos of local government and the services provided by other parts of the Council.
- Stay informed of organisational activities and decisions through being attentive to communications.
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

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### Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently.
- Report on progress to plan, and against own KPIs.
- Take an active role in own goal setting, learning and development.
- Correctly and appropriately use technology as required for role, including new technologies.
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment.
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- Set a positive example for punctuality, attendance, and work ethic

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### People & Culture

- Act in ways that align with and promote Council values.
- Be a positive and constructive team member.
- Collaborate on cross team/discipline projects and teams as required.
- Constructively and successfully adapt to changes.
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings.
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels.
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

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### Requirements for all staff

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

**Emergency Management requirements for all Council Staff**

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be considered.

Required assistance may include:

- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained.

**Authorities**

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

**Skills and Experience**

**Essential**

- At least 5 years' experience in the building industry, preferably in a wide variety of New Zealand building projects. This could be experience in design, draughting, plumbing, drainage, construction, construction supervision or any combination of above.
- Understanding and application of the Building Act, the Building Consent process, Building Regulations, the New Zealand Building Code, New Zealand and Australian Building Standards, manufacturer's specifications and related approved documents, or equivalent international knowledge.
- Ability to make appropriate technical decisions with regard to the building code performance clauses, using sound judgement, risk analysis, comprehensive research & clear reporting techniques.
- Willingness to make appropriate decisions confidently and take responsibility for them. Awareness of limitations of own knowledge and when to seek assistance from the appropriate source(s).
- Ability and willingness to share technical knowledge, experience and learnings in a manner that anyone can understand and willingness to share knowledge, experience and learnings.
- Confident using computers and software, with capacity to adapt to changes.
- Cultural awareness, interpersonal skills, and customer focus
- Time management

**Desirable**

- Suitable experience within a building consent authority or similar in New Zealand.
- Local Authority knowledge/experience
- Organisational intelligence
- Leadership skills

## Key relationships

External	Internal	Committees/groups
<ul style="list-style-type: none"> <li>Government and Local Government Organisations</li> <li>The community and ratepayers of Selwyn and general public</li> <li>Consultants, building consent applicants, contractors and developers</li> <li>BCA Accreditation Body (IANZ) and MBIE</li> </ul>	<ul style="list-style-type: none"> <li>Group Managers</li> <li>Managers and Team Leaders (Building)</li> <li>Development and Growth Teams</li> <li>Council Management and Staff</li> <li>Councillors</li> </ul>	<ul style="list-style-type: none"> <li>Community boards and committees</li> <li>Township, Reserves and Hall committees</li> <li>Special interest groups and committees</li> <li></li> </ul>

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined, and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"><li>NZ Diploma in Building Surveying – Level 6</li><li>Or equivalent NZ qualification (refer Regulation 3 or Building (Accreditation of Building Consent Authorities) Regulations 2006</li><li>Membership or affiliation to a recognised industry group or organisation</li><li>Current Class 1 Drivers licence</li></ul>	



*The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.*