



Position Description –Building Surveyor Residential Inspections

This position reports to: Team Leader Residential

Career Level: 15

Position purpose:

As a member of the Residential Building Team the Building Surveyor Residential Inspections will responsible and accountable for:

- *Providing a wide variety of Building Act related services to the Council, the Council building consent authority (BCA), and to the public.*
- *Providing advice and expertise on a wide range of areas across the Building Act.*
- *Undertake a variety of building control tasks across a range of industries including building, plumbing, drainage, planning and property matters on a regular basis, adapt to continual improvements and changes, and to take steps to ensure that personal competence is maintained and enhanced where necessary.*
- *Provide building advice and support to staff within the organisation to enable the provision of an integrated approach to customer service and effective achievement of outputs.*

The key areas of responsibility include;

Deliver inspection services and process associated administration services with statutory time frames: Complete timely, accurate and concise site reports and records of site inspections in a professional and consistent manner. Verify that the construction project reflects the approved consent documents and details approved. Appropriately record any minor variation to the construction when variances are identified or confirm if a formal amendment to the Consent is necessary. Process required documentation and communications associated with building consents allocated to daily inspection schedules in a timely manner. Process, analyse, and reach a decision in a timely manner; to grant or refuse building Code Compliance Certificate applications, including making 24 month code compliance certificate decisions as applicable in accordance with the Building Act. In the course of field work report any unauthorised building works or breaches of regulatory requirements you have identified to other sections of the Development and Growth Group or across Council as appropriate. Preparing brief reports and replying to relevant correspondence. Assessing and clearly documenting alternative solutions to identify compliance with the Building Code.

Maintain accurate records, document all decisions and reasons for decisions, and regularly inform customers as to the progress of applications. Maintaining technical knowledge and information resources on building products, technology, new standards and regulations within the building industry. Familiarity and compliance with the policies and procedures of the Quality Management System. Maintain technical competency to effectively inspect building work at the required level of Residential R1, R2, and/or R3.

Technical knowledge: Assessment in accordance with the Quality Management System's competency assessment system as being competent in Residential R1, R2, and/or R3 as applicable to the appointment.

Customer and stakeholder focus: Responds to internal and external customer needs promptly, accurately and efficiently within agreed timeframes. To seek and provide advice, share information, and actively co-operate to ensure applications are processed in a timely and efficient manner, and to assist with any proposed changes to inter-team procedures to ensure consistency within the Council. To seek and provide advice, share information, and co-ordinate services in relation to any building work undertaken. To provide advice, education on building matters, and constructive feedback to improve the level of service. To provide advice, assistance and education on Building Act matters and processes, and to assist with direction to other agencies where appropriate. To provide advice, assistance and education on Building Act matters and processes and general planning enquiries. Keeps the customer up to date and informed of progress. Effectively resolves conflict with customers.

Accreditation compliance: Seek and implement improvement opportunities in process and service delivery through the continuous improvement process. Identify issues surrounding interpretation, inconsistency and administration of compliance decisions.

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Appropriately raising these issues through the quality management system. Be responsive to organisational wide initiatives and where possible willingly volunteer to assist in initiatives raised from the business improvement opportunities.
Be proactive in providing solution-based ideas and constructive feedback.

Working collaboratively: Helps others out when they can see they are struggling. Liaise with other parts of the Council as required to meet customer needs. Shares information across the unit and wider organisation. Communicates in a clear and constructive manner both verbally and in writing. Questions, clarifies and responds to ensure messages are understood. Is focused on continuous self-development. Seeks regular feedback on own performance, responds constructively and modifies behaviour accordingly.

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

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
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

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)

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.

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**Emergency
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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 taken into account.
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	Desirable
- Experience (5+ years) 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 of the Building Act, the Building Consent process, Building Regulations, the New Zealand Building Code, and the ability to convey this to customers. - Ability to make appropriate decisions with regard to the building code performance clauses, using sound judgement, comprehensive research & clear reporting techniques. - Willingness to confidently make appropriate decisions and take responsibility for them. Awareness of limitations of knowledge, and willingness to seek appropriate assistance when necessary. - Strong understanding of digital ways of working, with experience of using technology to achieve effective outcomes and driving organisational innovation and change, high level of digital literacy - Demonstrates a customer-centred approach in all aspects of the role, consistently delivering high-quality and accurate outcomes while effectively managing time to meet deadlines and priorities.	Suitable experience within a building consent authority or similar in New Zealand.

Key relationships

External	Internal	Committees/groups
Council customers Selwyn residents External contractors Territorial and Regional Authorities Government Agencies (incl MfE, MBIE, Work safe NZ) BCA Accreditation Body (IANZ) Consultants, building consent applicants, contractors and developers Non-government agencies	Chief Executive Executive Leadership Team Council staff Mayor Elected Councillors Elected Community Board Members	Committees of Council Business organisations and networks Special interest groups and committees Industry cluster groups (eg; Mainland cluster group, AlphaOne User Group, Trapeze User Group, MBIE Sector Reference Groups)

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
- NZ Diploma in Building Surveying – Level 6 - Or equivalent NZ qualification (refer Regulation 3 of Building (Accreditation of Building Consent Authorities) Regulations 2006 - Membership or affiliation to a recognised industry group or organisation - Current Class 1 Drivers licence	

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.

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