

JOB DESCRIPTION

Position:	Building Control Officer	Department:	Environmental Services
Reports to:	Building Control Manager	Date:	January 2026

Purpose of position

To administer and enforce Council's responsibilities under the Building Act 2004 (and its regulations) and amusement park device regulations. These functions will be carried out in an efficient and balanced manner, having regard at all times for the rights of the individuals and excellent customer service delivery.

Key Accountability Areas

1. Technical Assessment and Statutory Compliance.
2. Customer Service
3. Project and Register Management
4. Business & Professional Improvement
5. Health & Safety
6. Civil Defence
7. Other Duties

Accountabilities

1. Technical Assessment and Statutory Compliance

Key Outcomes

- Process applications for Buildings Consents, Project Information Memorandums and associated activities.
- Ensure all applications comply with the Building Act, NZ Building Code, other legislative requirements; that utility network connections meet the council requirements and that issues relating to potential hazards such as flooding are identified and addressed.
- Inspect buildings and building work for compliance with the NZ Building Code and certify code compliance certificates, and implement any necessary requirements pursuant to legislation relating to the Building Act and Amusement Devices.
- Assess alternative solutions submitted as variations from the approved documents
- Ensure that compliance enforcement action (either as BCA or Territorial Authority) is commensurate with the non-compliance and in accordance with the quality management system and legislation.
- Complete the building control responsibilities in the processing of Project Information Memoranda, Land Information Memoranda and resource consent applications (land use and subdivision) when required.

Performance Indicators

- All consents are processed within statutory timeframes, and in accordance with legislation.
- Successfully completed checklists, relevant activities and enquiries are recorded accurately, in a manner that passes the scrutiny of routine internal and external audits.
- Attendance at inspections.
- Non-compliance matters referred through correct procedures.
- Decision making is in line with team procedures.
- A good public image is maintained at all times.

2. Customer Service

Key Outcomes

- Proactively engage with customers to provide timely advice and solutions to their enquiries.
- Provide information to customers when requested, be able to give prompt and accurate responses to customer enquiries.
- Work effectively as part of a team and provide direction to meet goals.

Performance Indicators

- Positive customer feedback through customer surveys.
- Active participation with others and shared responsibility.
- Council Customer Charter and BCA Complaint Policy compiled with at all times.

3. Project and Register Management

Key Outcomes

- Undertake assessments and associated inspections where necessary to ensure the Council's statutory obligations for swimming pool fences, earthquake prone buildings, compliance schedules and natural hazards are maintained.
- Provide accurate information into Council's Building Warrants of Fitness and Compliance Schedule Register for Commercial Buildings, Non Standard Site Register, Swimming Pool Register and Earthquake Prone Building Register.

Performance Indicators

- Accurate information and appropriate responses are tracked through the various Building Act registers.
- Council's requirements to report progress to Central Government on key projects (e.g. earthquake prone) are maintained.

4. Business and Professional Improvement

Key Outcomes

- Ensure the procedures for administering the Building Act 2004 are adhered to as directed and in accordance with the Stratford Building Control Authority Quality Management System.
- Participation in the development and implementation of Council's quality maintenance system.
- Maintain complete knowledge of Building Act, NZ Building Code and associated legislative matters.
- Maintain knowledge of complete building consent process, including full knowledge of the Council and BCA policies, procedures and manuals.
- Undertake audit procedures when requested, be able to complete accurate audits and relevant written records.
- Take a leadership role for various segments of Building Code when delegated/allocated, and ensure that full knowledge of the allocated segment is maintained.

Performance Indicators

- Training Needs Analysis maintained and implemented.
- Quality Management System followed at all times and actively maintained via input to the Issues and Business Improvement Register.
- Successfully completed records and a clear paper-trail of processes that pass routine audits.

5. Health & Safety

Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.

Key Outcomes

- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

Performance Indicators

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

6. Civil Defence

Key Outcomes

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

Performance Indicators

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

7. Other Duties

Key Outcomes

- Record management responsibilities are undertaken as outlined in Council's Information Management Policy.
- Processes are recorded and updated as needed.
- Monthly reports are completed within allocated timeframes,

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

Discretionary Decision Making

As per Council's Delegation's Policy.

Principle Relationships

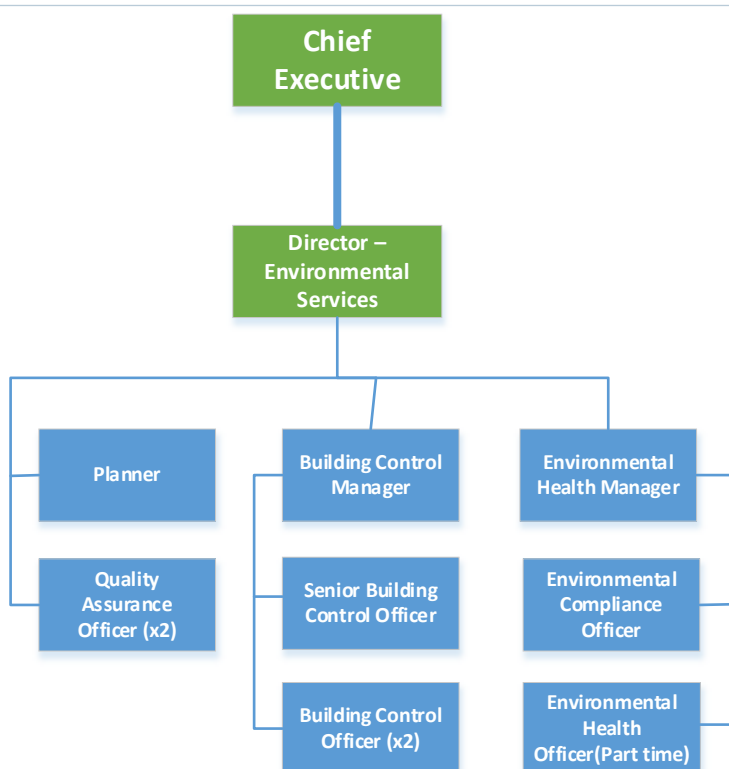
Internal

Planners
Environmental Health and Compliance Officers
Asset Engineers
IT staff

External

Customers/ratepayers
Building Practitioners
Designers and architects
Other local authorities
IANZ
Building Officials Institute of New Zealand (BOINZ)

Structure Chart



Ideal Person Specification

Education/Qualifications

- Trade certificate from a recognized institution, or be willing to work towards obtaining a recognised qualification
- A current NZ Driver's License.

Job Knowledge

- A broad working knowledge of all the relevant statutes and regulations pertaining to the functions of a building control service provider.
- Able to demonstrate interpretation of policies and procedures.
- Demonstrate experience in the processing and inspection of building work categories that are common to Stratford.
- Have a good understanding of the NZ Building Act/Building Code
- Familiar with NZS 3604 Timber Framed Buildings, the principles G12, G13 and AS/NZS 3500 plumbing and drainage of residential/light commercial type construction

Key Competencies

- Well developed oral and written communication skills, analytical skills and sound judgement
- Ability to be well organised, prioritise tasks and deliver within tight timeframes
- Attitude of ongoing improvement
- 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 and be a willing team player to achieve strategic and operational targets.
- Experienced in the use of desktop computer equipment and software.