

Manager – Building Control

Leads the Building Department providing strategic focus to the building function for the Whangārei District.

Our Tikanga

Whanaungatanga

(fostering relationships and a sense of connection)

- We build on relationships established through shared experiences and working together.
- We get to know each other and take time to greet each other.
- We create opportunities to build relationships and share knowledge with a diverse range of people.
- We value the people around us and their unique contribution to the organisation.

Manaakitanga

(showing respect and care for others, hospitality, kindness and support)

- By showing manaaki we lift the mana (prestige) of all involved.
- We are part of the community and care about outcomes for external and internal customers.
- Our interactions with customers will respect and support their needs.

Kotahitanga

(unity, solidarity, togetherness and collective action)

- We have one shared direction and we all work together towards achieving it.
- We will stop doing anything that strays us from the agreed path to success.
- Our processes lead us to unified outcomes for our customers.
- We speak as one voice.

Atawhaitanga

(protection, stewardship, trust and a responsibility for long term outcomes)

- We deliver our responsibilities in the management and sustainability of our District in a trustworthy way.
- We collaborate and establish partnerships that enhance our role in the social, environmental, economic and cultural wellbeing of our communities.

Our expectations

As part of the Whangarei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational tikanga, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team
- deliver our services in a way that is best for the district (as opposed to best for the Council), and
- use our organisational tikanga to guide our decision making.

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Manager – Building Control – that's your primary task at Whangarei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're continually looking at better ways of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Lead the team to ensure that staff and contractors carry out required functions of the Building Act 2004, any associated regulations and other Council obligations.
- Create a team environment that fosters and develops effective working relationships, high performance and service of the highest quality.
- Ensure all systems are developed to and maintained at the standard required to maintain BCA accreditation.
- Provide sound advice based on appropriate legislation to the General Manager, team members and wider organisation on relevant changes which affect the Council.
- Develop and enhance systems for the implementation of the Act, and any associated regulations, ensuring efficiency and effectiveness are maximised.
- Ensure all new requirements of relevant legislation are made known to Council and incorporated into systems and processes in a timely manner with minimum disruption to service levels.
- Develop and regularly review cost recovery levels and policy, including all fees and charges.
- Work collaboratively across the business to ensure effective issue resolution and unnecessary barriers are removed when meeting the needs of our community.
- Hold overall responsibility for meeting legislative timeframes through the effective use of all available resources.
- Ensure team culture is aligned to our Tikanga, Mission and Vision.
- Mentor and coach team members, including in the development of teams, recruitment, performance management and training and development.
- Monitor and manage performance, training and development of direct reports as well as monitoring workloads.
- Develop the departments draft Annual Plan budget for consideration/approval by Council.
- Set, monitor and achieve performance measures in the LTP and Annual Plan.
- Meet the financial targets agreed in consultation with the General Manager and achieve best value for money.
- Effectively manage complex or high-risk complaints and legal matters ensuring timely triage and robust decision-making in order to minimise organisational risk.

What we all do

- Demonstrate a commitment to cultural awareness in all aspects of work and development.
- Demonstrate a commitment to Council's Diversity policy in all aspects of work and development.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required

Customer service

- Demonstrate a "customer first" culture within the team, department and in the wider organisation.
- Act as a Customer Advocate in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Contribute to the development of customer focused policies and procedures.

Health and safety

- Ensure you and your team members accurately and promptly report all accidents, incidents and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

What you will bring

- Relevant degree level qualification.
- Demonstrated leadership experience and the ability to empower and motivate others to effectively deliver results.
- Significant experience in a regulatory or consenting environment.
- Knowledge of and experiencing applying the Building Act 2004, Building Code and all amendments as well as knowledge of Local Government Act and Resource Management Act.

- Ensure that future demands on the group are anticipated and planned for where possible.
- Anticipate opportunities and threats, taking action to prepare the business and manage risk.

What you will bring

- Ability to build influential relationships with internal and external stakeholders providing clear well thought out advice.
- Excellent ability to assess and proactively manage risk.
- Ability to deliver pragmatic strategies and solutions, within the constraints of the regulatory frameworks.
- Proficient in the use of information and communications technology, with a demonstrated ability to respond to emerging trends.

Additional Information

Financial responsibilities – \$50,000

Position Grade – Grade 21

Organisation Chart – see below

