



Position Description – Professional Partnership Programme Lead & Auditor

This position reports to: Building Quality Manager **Career Level:** 18

Position purpose:

As a member of the Building Quality Team the Professional Partnership Programme Lead & Auditor is responsible and accountable for the ongoing management, growth, and integrity of the Professional Partnership Programme (PPP). This role exists to enable Selwyn District Council to sustain and grow a high-performing partnership programme that supports the construction industry, maintains regulatory compliance, and positions Selwyn as the Building Consent Authority (BCA) of choice in a competitive market.

The key areas of responsibility include:

Partner Relationship Management and communications: serve as the dedicated point of contact for all PPP partners, building trusted, productive relationships that maximise partners' use of the programme and ensuring regular communications to partners.

Programme Growth and Promotion: proactively identify, approach, and onboard new partners to grow PPP participation and increase the volume of building consent applications processed through Selwyn.

Technical Auditing: conduct PPP technical reviews in-house, ensuring quality and compliance while reducing reliance on external contractors.

Quality System Auditing: undertake mandatory audit functions for the Building Team's quality management system as required under building accreditation regulations.

Annual Partner Reviews: complete structured annual reviews for all PPP partners, assessing performance against programme requirements and addressing non-compliances in a timely way.

Programme Oversight and Continuous Improvement: monitor programme performance, identify improvement opportunities, report on programme outcomes, and drive the ongoing development of the PPP to respond to industry and regulatory changes.

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

Be a good
human

Be brave – think
differently

Better
together

Make it happen
for Selwyn

Selwyn
DISTRICT COUNCIL

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.
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 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 correspond with PPP partners and external industry stakeholders on behalf of the Building Team within approved delegation levels.
- Authorised to conduct and document PPP technical audits and quality system audits, and to issue non-compliance notices to partners.
- For any courses of action exceeding delegation levels, act in conjunction with the Building Quality Manager.
- Comply with all relevant sections of the Delegations and Policies manuals and their amendments.

Skills and Experience

Essential	Desirable
- At least 10 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. - Sound understanding of the New Zealand Building Act 2004, building consent processes, and BCA accreditation requirements. - Demonstrated ability to build and maintain effective professional relationships with industry stakeholders. - Experience in a customer-facing role within the construction or building sector. - Strong organisational skills with the ability to manage competing priorities and multiple workstreams. - Clear and professional written and verbal communication skills suitable for a range of audiences. - A proactive, self-directed approach with the initiative to identify and act on opportunities for improvement. - Commitment to quality outcomes and regulatory compliance. - Demonstrated time management and planning skills.	- Experience working in a local/central government environment - Experience conducting technical and procedural audits in a building or construction context. - Familiarity with quality management systems (QMS) and audit processes in a local government or regulated environment. - Knowledge of Licensed Building Practitioner (LBP) requirements and the New Zealand construction industry. - Understanding of remote inspection processes and relevant technology platforms.

Key relationships

External	Internal	Committees/groups
PPP partner professionals (LBPs, designers, builders, trade contractors) Licensed Building Practitioners Board Industry bodies and associations MBIE / Ministry of Business, Innovation and Employment Other Building Consent Authorities	Chief Executive Executive Leadership Team Council staff Mayor	Building Team quality and accreditation working groups Cross-team improvement initiatives as required

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
- Relevant Level 6 qualification or equivalent practical experience in building, construction, or a related technical discipline. - A full Driver's licence.	- Licensed Building Practitioner (LBP) licence or equivalent recognition. - Auditing qualification or formal training in audit methodology. - Membership of a relevant professional body (e.g. NZIOB, NZIA, or equivalent).

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.