



Position Description – Building Surveyor – Building Compliance

This position reports to: Team Leader Building Compliance **Career Level:** 14-15

Position purpose:

As a member of the Building Compliance Team the Building Surveyor – Building Compliance will responsible and accountable for:

- *Delivery of Territorial Authority Functions and services to customers*
- *Provision of superior customer service, including advice and assisting customers to resolve complex compliance issues in a collaborative and effective manner, utilising enforcement actions as a last resort*

The key areas of responsibility include;

This role involves the comprehensive execution of Territorial Authority functions under the Building Act, requiring a high level of technical expertise and legislative interpretation. Key responsibilities include processing applications, conducting inspections, issuing compliance notices, and assessing building safety concerns—all within statutory timeframes and with meticulous documentation. The position demands strong report writing skills to support regulatory decisions, effective workload management across multiple concurrent tasks, and adherence to policies, procedures and standards, and contributing to continuous improvement. Success in this role also hinges on proactive communication, customer service excellence, and collaborative engagement with internal teams to ensure consistent and efficient compliance outcomes.

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
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- 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 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

Be a good
human

Be brave – think
differently

Better
together

Make it happen
for Selwyn



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| <ul style="list-style-type: none"> • 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. • At least 3 years' experience in a regulatory compliance role or similar compliance environment. • 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 • Quality and accuracy • Interpretation of legislation • Knowledge of the BCA accreditation and TA Review schemes • Customer focus • Confidentiality • Time Management | <ul style="list-style-type: none"> • Local Authority knowledge/experience • Broad experience of construction types • Project management skills • Innovative |
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Key relationships

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

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
- Membership or affiliation to a recognised industry group or organisation - Current Class 1 Drivers licence	- National Certificate in Compliance and Regulatory Control – Level 4. or - NZ Diploma in Building Surveying – Level 6, or equivalent NZ qualification (refer Regulation 3 or Building (Accreditation of Building Consent Authorities) Regulations 2006

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.