

Position:	Assistant Building Surveyor
Agreement:	Surf Coast Shire Council Enterprise Agreement 2025 – 2028
Award Classification:	Band 6
Division:	Community Life
Department:	Community Safety
Team:	Building Services
Date Reviewed:	August 2026
Approved By:	Manager
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations
We are accountable for our actions
We get things done

We See Opportunity

We look for better ways
We are open minded
We learn from our experiences

We Work Together

We value strengths and differences
We seek to work with others
We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council
We act with the future in mind
We go the extra mile

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

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Introduction of the work of the team

The Building Services Team sits within the Community Safety Division, and it is responsible for fulfilling Council's statutory functions prescribed under the Building Act 1993. The team's main responsibility is to ensure public and occupants safety and amenity is protected within the built environment. This includes monitoring Pools and Spas safety, investigations of noncompliant building works and issuing enforcement notices, issuing the Reports and Consents for Siting and Public Protection, Occupancy Permits for Place of Public Entertainment, providing customer enquiry response, emergency response.

The team is also responsible for maintaining Council Registers including the Pool and Spa Register and Register of Private Building Surveyors Permits.

POSITION OBJECTIVES

- Working within the powers delegated from the MBS and in-line with the incumbent's level of registration, contribute to the operation, development and achievements of the Building Services Team through the delivery of effective and efficient building regulatory compliance service to the Surf Coast Shire community.
- Assisting in the management of building enforcement activities and cases in support of the MBS, in accordance with council's systems and record keeping protocols, applicable legislation and industry code of conduct.
- Assisting the Pool and Spa barrier compliance and registration function.
- Providing customer support for compliance enquiries, system support and information access and usage, as appropriate.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Building Services/Municipal Building Surveyor
Supervises:	Nil
Internal Relationships:	All employees and Councilors
External Relationships:	General public, government departments and agencies, referral authorities, consultants, other professionals and local authorities, Victorian Building Author

KEY RESPONSIBILITIES

- Within levels of registration and delegations, inspect and assist with investigation of reported ESM noncompliance, illegal building works, non-compliant pools/spas, damaged and dangerous buildings.
- Assist with drafting and management of enforcement case documents, Building Notices and Building Orders as required and in support of Building Surveyor(s) and the MBS as appropriate.
- Maintain Building Enforcement files in workflow and recordkeeping systems in accordance with department procedures and organisation policies.
- Manage the administration of Council's Report and Consents and Public Protection applications, including site inspections, assessment and determination and attendance at the Building Appeals Board, when required.
- Assist Building Surveyor with gathering documents and preliminary assessment of OP POPE applications as required.
- Liaise with occupiers, owners and their representatives on the requirements of swimming pool safety, the Building Act and Building Regulations.
- Assist the Building Services with inspections scheduling including recording inspections in Green Light.
- Sending Notices of Entry as required, including maintaining the register of exercise of powers of entry.
- Provide high-quality customer service to Council staff, members of the public, relevant authorities and other stakeholders.
- Provide information and service to customers in person, at counter, by phone or by correspondence in accordance with registration and areas of knowledge. Ensure customer need is referred to appropriately registered/qualified individual on requests/cases outside of area of knowledge or registration.
- Participate in a culture of continuous improvement in departmental processes, practices and service delivery standards. Where requested contribute to the development and implementation of new systems and procedures.
- Observe safe work processes in accordance with experience and procedures. Report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person specific.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Work within levels of registration and powers delegated by MBS.
- Uphold professional standards in accordance with industry codes of conduct and professional registering body.
- Keep industry knowledge current and apply professional knowledge in the workplace.
- Contribute to investigation and case management processes and manage the associated documentation.
- Provide building advice and accurate information to the Municipal Building Surveyor, customers, senior management and other staff.
- Create, maintain and store investigation and other work related documentation in a timely, compliant and complete manner.
- Adhere to all applicable council and industry procedures, policies and codes – for example- maintaining the confidentiality of all documents within the control of the position.

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JUDGEMENT AND DECISION MAKING

- The ability to interpret and apply building legislation to investigations in a compliant manner while knowing when to escalate a case to the MBS for advice, and to identify when a consultative approach to enforcement may be appropriate.
- The ability to discern the level of urgency and type of enquiry/task to prioritise own work and, when needed, direct work to other appropriate team members.
- To make decisions within the limits of competency and registration and delegated authority.
- Follow department protocols and utilise discretion in the provision of information to building surveyors, legal practitioners, authorities and members of the public, which may have legal ramifications. Assistance and guidance is always available.
- Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation.
- Ability to determine if a site visit or scene has the potential to or has become unsafe and take appropriate action.

SPECIALIST SKILLS AND KNOWLEDGE

- Well-developed computer skills including proficiency with the Microsoft Office suite of programs and experience with geographic information systems. The role will assist with supporting customers with- specialist computer software programs used by the Building Services Team.
- Well-developed written and oral communication skills suitable to engage with internal and external stakeholders, team members, reporting authorities and community members.
- Broad knowledge of municipal requirements under the Victorian Building Act, regulations, codes and standards.
- Ability to assess and write effective siting assessment reports in accordance with the requirements of the Building Act.
- Demonstrated knowledge and understanding of legislation relevant to the position.

MANAGEMENT SKILLS

- Time Management for self.
- Task management and work prioritisation.
- Ability to adapt to changing priorities.
- Ability to manage investigations and the associated stakeholder management from beginning to resolution.

INTERPERSONAL SKILLS

- A demonstrated ability to communicate information in a friendly and articulate manner to members of the public who may at times display challenging or aggressive behavior.
- Ability to deal with a wide range of people to resolve disputes and achieve satisfactory outcomes to complaints and enquiries.
- Ability to liaise with, and gain the co-operation of, members of the public, other Government Departments and staff to resolve issues and achieve the aims of the unit and Council.
- Well-developed written communication skills including the ability to draft correspondence and write reports.
- Demonstrated ability to be self-motivated and a team player.

KEY SELECTION CRITERIA

Qualifications and Experience

- Qualification and experience suitable for registration as Victorian Building Practitioner.
- Minimum 1 Year Local Government Building Services experience including Report and Consent, Pool Compliance, Place of Public Entertainment, customer request management, enforcement inspections.
- Experience with regional/rural and coastal property concerns highly desirable.
- Experience with Salesforce and Greenlight highly desirable.

Other requirements

- Current Victorian driver's license.
- The Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.
Business Continuity and Emergency Management	All roles support business continuity and emergency management through participation in planning, training, and response activities relevant to their function.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.