

Position description

Building Surveyor (Building Policy)

Summary information

Section	Development Compliance and Regulation	Directorate	City Planning and Development
BCC number(s)	BCC562	Position type	Permanent, full-time
Grade	Grade 14	Skill descriptor	Band 3 Level 2
Reports to	Coordinator Building Policy	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	July 2021		

Our values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1. Position purpose

This role is primarily responsible for providing effective and timely support to the functions of Council's Development Compliance and Regulation team.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Degree in Building Surveying or a related field
- Solid experience in a related field
- Current class C driver's licence
- Registered or eligible for registration under the *Building and Development Certifiers Act 2018* as a Building Surveyor – restricted (all classes of building).

Desirable:

- Superior written and verbal communication skills
- Demonstrated commitment to customer service
- Availability to work flexible working hours
- Comprehensive knowledge of the National Construction Code and relevant legislation.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Ensure that safe systems of work are maintained and that care is taken for the health and safety of persons who may be affected by one's acts or omissions
- Demonstrate appropriate knowledge of, and commitment to, equal employment opportunity principles and anti-discrimination law in the workplace:
 - Assessment, approval and inspection of all classifications of buildings under the National Construction Code
 - Assistance with Council's fire safety audit and essential fire safety measures programs
 - Investigate and respond to customer enquiries about privately certified development

- Investigation and resolution of complaints about illegal building works
- Assist in preparation of submissions on behalf of Council
- Effective liaison within Council and other relevant organisations.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the *Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in

consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Assess, approve, inspect and certify all classes of building development under the provisions of the Environmental Planning and Assessment Act 1979, in accordance with Council's delegated authority.
- Assess and determine applications under the Environmental Planning and Assessment Act 1979 for Building Information Certificates submitted in relation to unlawful building work.
- Conduct inspections and prepare reports on premises as part of Council's fire safety audit program.
- Assist in the assessment of building certification and annual fire safety statements issued under the provisions of the Environmental Planning and Assessment Regulation 2000.
- Review and respond to complaints about registered private certifiers and privately certified development work.
- Assist in the preparation, implementation and assessment of policies and procedures relating to the functions of the Planning and Development Directorate.
- Assess and monitor the impact of legislative change and recommend updates to relevant policies, procedures and protocols as necessary.
- Represent Council on relevant committees/panels/groups and in so doing present a positive image of Council.
- Perform counter duty and attend to customers' enquiries, as required.
- Institute and carry on legal proceedings in accordance with Council's delegations register.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: