

CADET BUILDING SURVEYOR

DOCUMENT TYPE:	Position Description
POSITION:	Cadet Building Surveyor
POSITION SUPERVISOR:	Municipal Building Surveyor
POSITION DIRECTORATE:	Operations
POSITION DEPARTMENT:	Municipal Building Services
POSITION TERM:	Permanent
POSITION STATUS:	Full Time
POSITION AWARD CLASSIFICATION:	Band 5
POSITION DESCRIPTION VERSION NUMBER:	1
POSITION DESCRIPTION DATE ADOPTED:	
POSITION DESCRIPTION REVIEWED BY	Municipal Building Surveyor
INCUMBENT:	
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.
Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date. This document is available in alternative formats (e.g. larger font) if requested.	

1 POSITION OBJECTIVES

The Cadet Technical Officer will undertake duties and work towards formal building qualifications focused on gaining the experience, knowledge and skills necessary to work towards confidently undertaking the role of Building Surveyor.

The position is an integral member of the Building Services team, providing timely, accurate and customer focused building control services and administrative support, with a focus on improved building control, safety and general amenity in order to achieve a level that suits the expectations of the customer and the broader community.

The Cadet Technical Officer must ensure that appropriate attention is given to the public functions of the office and be cognisant with council's role as a public body under the Local Government Act 1989.

2 KEY RESPONSIBILITIES AND DUTIES

The incumbent will:

- Assist with providing timely, accurate and customer focused services, including at the counter and over the phone, basic building surveying and regulatory matters to the general public as owners, builders, developers and architects, gaining additional information and guidance as required.
- Assist in performing inspections of building operations to ensure compliance with the Building Code of Australia, the Building Act 1993, Building Regulation 2018, Council Local Laws and the approved plans and specifications within a designated timeframe and maintain appropriate records of such inspections.
- Under supervision, assess minor building permit applications (fences, garages, small additions) for compliance with relevant codes and regulations, request additional information and guidance as required, and communicate with customers whilst maintaining appropriate documentation and records.
- Maintain and provide accurate administrative support, effectively utilising council's information management systems.
- Assist with compiling statistics appropriate to the service.
- As directed, maintain positive communication with clients and the general public, to educate and promote the need for adherence to various statutes, legislation, Council's local laws and policies.
- Assist with the maintenance of the Lapsed/Expired Permit process, including cancellation of appropriate permits and applications.
- Assist with the development, improvement and maintenance of the Municipal Building Services electronic lodgement, approval and inspection system within council software.
- Complete filing and other administrative duties as requested to ensure an efficient flow of a shared workload.
- take all reasonable steps to provide a safe working environment in accordance with the relevant OH&S legislation

3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will:

- provides technical advice to management on building legislation, statutory compliance obligations and emerging regulatory issues
- exercises delegated authority in determining enforcement actions and compliance strategies
- accountable for service outcomes, compliance performance and achievement of operational objectives

4 JUDGEMENT AND DECISION MAKING

The incumbent will:

- make decisions on complex and sensitive compliance matter ensuring legislative compliance
- develop practical solutions to complex regulatory issues
- provides strategic recommendations to management regarding compliance risks and service improvements
- assesses and manages organisational risk associated with building compliance activities.

5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will have:

- The ability to attend to work requests in a cooperative and conciliatory manner.
- The ability to maintain confidentiality.
- maintains expert knowledge of building legislation, regulations, standards and emerging industry developments
- provides technical leadership and guidance to internal staff regarding complex building matters
- applies specialist expertise to ensure building legislative compliance and service planning initiatives.
- understanding of common building issues, specifically those faced by rural communities.

6 MANAGEMENT SKILLS

The incumbent will have:

- Ability to manage time, set priorities, plan and organise workload to meet deadlines and expectations established by management
- Allocate resources and workloads to ensure effective service delivery
- Identify opportunities for continuous improvement and service enhancement

7 INTERPERSONAL SKILLS

The incumbent will have:

- Negotiate outcomes in complex and contentious compliance matters
- Influence stakeholders to achieve compliance and risk management outcomes
- Represent Council at industry forums, regulatory meetings and external agencies
- Provide professional advice to senior management and external stakeholders.
- be able to communicate with a variety of clients and provide a high level of customer service.

8 QUALIFICATIONS AND EXPERIENCE

- Enrolment in a Diploma or Degree qualification in Building Surveying, Building Inspection or associated field highly regarded, or genuine interest and willingness to undertake training and qualifications.

CADET BUILDING SURVEYOR

- Previous experience in a building related field/trade, council environment or knowledge of building construction highly regarded.
- Demonstrated experience in the use of various computer software packages.
- Industry based training course, TAFE Certificate Course, or some related on the job training.

9 QUALIFICATIONS

Qualification	Mandatory or Desirable
Diploma or Degree qualification in Building Surveying, Building Inspection or associated field	• Desirable
A Victorian Drivers Licence	• Mandatory

10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	• Municipal Building Surveyor
Internal liaisons	• Planning Officers • Public Health Officers • Technical Services department • Other Council operation staff and departments
External liaisons	• Rate payers • Developers • Solicitors • Private Surveyors • Consultants • Building contractors • Conveyance agents • General public

13 KEY SELECTION CRITERIA

The selection criteria for this position are:

- excellent customer service skills with an ability to communicate effectively and efficiently with people from a variety of backgrounds and level of technical expertise
- demonstrated ability to manage own time to achieve timelines on tasks that are set by others
- demonstrated ability to identify and implement actions that provide better and/or more efficient service to internal and external customers
- demonstrated ability to work effectively with others
- sound written and verbal communication skills
- proven competency in the use of computer information systems
- a current Victorian Drivers Licence

14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients
- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred

15.3 Occupational Health & Safety

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace

- adhere to and assist in the continuous improvement of Council's occupational health and safety systems

15.4 Risk Management

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- adhere to and assist in the continuous improvement of Council's risk management system

15.5 Staff and Contractors Code of Conduct

The Staff and Contractors Code of Conduct applies to all employees and contractors of the Loddon Shire Council. All staff must:

- adhere to the Staff and Contractors Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles

15.6 Privacy

The Loddon Shire is committed to complying with the Information Privacy Act and the Health Records Act. All employees are required to:

- adhere to the Information Privacy Act and the Health Records Act
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction

15.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment.

15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures.

Where relevant the incumbent must use Council's approved Advent Manager Compliance Software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing off obligations and actions in the system once they reach practical completion.

15.10 Child Safe Standards

The Loddon Shire is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.

Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times.

16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's name: (Please print).....

Incumbent's signature: Date:

Manager's signature:

Manager's title: Date: