



Upper Hunter Shire Council

JOB DESCRIPTION



Building Surveyor

Position Details

Reports to:	Manager Planning, Building & Regulatory Services		
Section:	Planning, Building & Regulatory Services		
Department:	Environmental & Community Services		
Industrial Instrument:	Local Government (State) Award		
Salary Grade:	NSS 13	Hours of Work:	35
Staff Management:	No	Budget Responsibility:	No
Date Created:	January 2015	Last Reviewed:	December 2024
Special Conditions:	May be required to work in all areas of the Shire.		

The Role

The Building Surveyor will provide building certification services, including the provision of advice and guidance to internal and external customers regarding the application of statutory codes and Council policies which regulate development and building, plumbing and drainage processes within the Shire.

Our Council

Encompassing the vibrant towns and communities of Scone, Aberdeen, Merriwa and Murrurundi and many smaller villages, the Upper Hunter Shire covers about 8,100km², with a population of approximately 14,500 people. The Upper Hunter Shire is a diverse, scenic region and a great place to live and work.

Our Council is committed to delivering high quality, innovative, consistent and responsive services to the community whilst maintaining a safe, fair and open workplace where achievements are recognised and staff are encouraged to develop and grow.





Selection Criteria

Essential

- Degree qualification in Building Surveying or related field and experience in a similar role.
- Eligibility to obtain minimum building surveyor-restricted (class 1 and 10 buildings) registration in accordance with the Building and Development Certifiers Act 2018.
- Sound knowledge and relevant experience in Building Control and development assessment.
- Effective interpersonal, communication and negotiation skills.
- Skills in the analysis of related problems and dispute resolution.
- Effective time management and organisational skills and ability to establish individual priorities.
- Proficiency in Microsoft Office Suite and related software.
- Effective public relations and customer service skills.
- Current unrestricted drivers licence.

Desirable

- Knowledge and experience inspecting plumbing and drainage work.
- Experience in conducting pool inspections in accordance with the swimming Pools Act 1992.
- Previous Local Government experience.

Key Duties and Functions

- Undertake assessments and determinations of local approval applications, simple development applications, complying development certificates, construction certificates and other local government applications in accordance with relevant legislation.
- Undertake mandatory and other building inspections.
- Investigate and respond to complaints and customer requests in accordance with relevant legislation.
- Implement Council's regulatory building, environmental health and public health action requests and enquiries.
- Provide advice and information to assist with planning matters to ensure compliance with local policies and statutory requirements.
- Provide consistent and accurate information to internal and external customers.
- Prepare reports for submission to Council, Committees, General Manager or Director Environmental and Community Services as required.
- Issue certificates and undertake inspections in accordance with the Swimming Pools Act 1992.
- Other duties as directed, within the skills and capabilities of the employee.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self – Show drive and motivation, an awareness of strengths and weaknesses, and commitment to learning.	Intermediate
	Display Resilience and Adaptability - Express own views, persevere through challenges, and be flexible and willing to change.	Intermediate



Local Government Capability Framework		
Capability Group	Capability Name	Level
	Act with Integrity – Be honest, ethical and professional, and prepared to speak up for what is right.	Intermediate
	Demonstrate Accountability – Take responsibility for own actions, commit to safety, and act in line with legislation and policy.	Intermediate Focus Behavioural Indicators – Follows through reliably and openly takes responsibility for own actions – Understands delegations and acts within authority level – Is vigilant about the use of safe work practices by self and others – Is alert to risks in the workplace and raises them to the appropriate level
 Relationships	Communicate and Engage – communicate clearly and respectfully, listen and encourage input from others.	Intermediate
	Community and Customer Focus – commit to delivering customer and community focused services in line with strategic objective.	Intermediate Focus Behavioural Indicators – Identifies and responds quickly to customer needs – Demonstrates a thorough knowledge of services provided – Puts the customer and community at the heart of work activities – Takes responsibility for resolving customer issues and needs
	Work Collaboratively – be a respectful, inclusive and reliable team member, collaborate with others and value diversity.	Foundational
	Influence and Negotiate – persuade and gain commitment from others, and resolve issues and conflicts.	Intermediate
 Results	Plan and Prioritise – Plan and organise work in line with organisational goals, and adjust to changing priorities.	Foundational
	Think and Solve Problems – think, analyse and consider the broader context to develop practical solutions.	Intermediate
	Create and Innovate – Encourage and suggest new ideas and show commitment to improving services and ways of working.	Foundational
	Deliver Results – achieve results through efficient use of resources and a commitment to quality outcomes.	Intermediate Focus Behavioural Indicators



Local Government Capability Framework		
Capability Group	Capability Name	Level
		– Takes the initiative to progress own and team work tasks – Contributes to the allocation of responsibilities and resources to achieve team/project goals – Consistently delivers high quality work with minimal supervision – Consistently delivers key work outputs on time and on budget
 Resources	Finance - be a responsible custodian of council funds and apply processes in line with legislation and policy.	Foundational
	Assets and Tools – use, allocate and maintain work tools appropriately and manage community assets responsibly.	Foundational
	Technology and Information – use technology and information to maximise efficiency and effectiveness.	Intermediate Focus Behavioural Indicators – Shows confidence in using core office software and other computer applications – Makes effective use of records, information and knowledge management systems – Supports the introduction of new technologies to improve efficiency and effectiveness
	Procurement and Contracts – understand and apply procurement processes to ensure effective purchasing and contract performance.	Foundational

WHS and Risk Management Responsibilities

- Comply with all Work Health and safety legislation and risk management requirements and abide by all relevant policies and procedures.
- Ensure all workers are provided with appropriate training, induction and instruction.
- Ensure all workers are competent to undertake their work.
- Ensure all workers have the appropriate PPE and resources to undertake their work safely.
- Ensure hazards are identified in the workplace and appropriate control measures are implemented.
- Keep up to date with work health and safety matters.
- Ensure all workers actively comply with statutory, Council and legal requirements in the areas of risk management including Work Health and Safety. Enforce these requirements as necessary.



- Ensure all injury management processes and legislation are followed correctly including the direct reporting and investigation of injuries, accidents and near misses.

EEO Management Responsibilities

- Demonstrate a positive commitment and compliance with all relevant Equal Employment Opportunity legislation, covering all forms of workplace discrimination, harassment and bullying.
- Ensure all team members are educated in the EEO policies, and any breaches are addressed as per the grievance process.