

Position description

Coordinator Building Assessment

Summary information

Section	Building and Engineering Assessment	Directorate	City Planning and Development
BCC number(s)	BCC511, BCC519 and BCC525	Position type	Permanent, full-time
Grade	Grade 19	Skill descriptor	Band 3 Level 4
Reports to	Senior Coordinator Building Assessment and Certification	Direct reports	Yes
Approval limit	\$25,000	Release limit	\$0
Created/reviewed	February 2026		

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 of their objectives.

1. Position purpose

This role is primarily responsible for coordinating and supervising Building Surveying activities within an established team, and providing effective and informative Building Surveying and Regulatory services to the City Planning and Development directorate customers.

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
- Extensive experience as a Building Surveyor or in a related field
- Hold current registration as a Building Surveyor A3 under the *Building and Development Certifiers Act 2018* or be able to demonstrate equivalence
- Demonstrated knowledge of applicable legislation, policies and codes related to building surveying and development including but not limited to the *Building Code of Australia*, *Environmental Planning and Assessment Act 1979* and the *Local Government Act 1993*
- Demonstrated high-level written verbal communication, customer service, analytical, problem-solving, decision-making, conflict resolution, negotiation and case management skills, with the ability to liaise with a variety of internal and external stakeholders
- Proven ability to balance field work, administrative, supervision, reporting and stakeholder requirements
- Demonstrated experience preparing detailed proposals, submissions, technical and professional reports in plain English
- Demonstrated ability to coach, mentor and manage staff to deliver outcomes on time and within budget
- Demonstrated ability to undertake independent action within the context of applicable Council policies, procedures, community strategic plan (CSP), operational plan, and situational legislative and regulatory frameworks
- Current class C driver's licence.

Desirable:

- Construction (White Card) or willingness to obtain
- Demonstrated experience leading a multidisciplinary team, with a focus on innovation, performance and service improvement

- Demonstrated understanding of public sector organisational and commercial principles to reform business processes and identification of improvement opportunities within Council
- Postgraduate qualifications, certifications and/or equivalent industry experience in one or more fields including, but not limited to Building Compliance and/or Regulatory Services
- Experience using IT systems relevant to local government, including but not limited to HP Content Manager and TechnologyOne
- Hold current registration as a Building Surveyor A1 under the *Building and Development Certifiers Act 2018*.

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

- Undertake legislative responsibilities as indicated on the position's Certificate of Authority
- Coordinate and supervise staff within the Building Assessment team to ensure that all allocated tasks within their area of operations are completed efficiently, competently and within stipulated timeframes
- Report to and be accountable to the Manager Building and Engineering Assessment and Senior Coordinator Building Assessment and Certification (SCBAC) regarding operational and performance matters
- Deliver a high-quality and professional service to both internal and external stakeholders
- Maintain a working and up-to-date understanding of the regulatory, policy and legislative operating environment for building surveying, development and compliance matters in New South Wales
- Address correspondence from residents, developers and other stakeholders on behalf of Council, pursuant to delegation and in consultation with the SCBAC and/or Manager Building and Engineering
- Attend public meetings, seminars, conferences, Council and Committee meetings and Court hearings as required
- Develop and implement policies, protocols and procedures pursuant to applicable legislative and regulatory obligations
- Provide advice on Building Code of Australia matters relevant to Blacktown City Council
- 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 ones acts or omissions

- Demonstrate appropriate knowledge of, and commitment to, equal employment opportunity principles and anti-discrimination law in the workplace
- 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

- Lead, coordinate and supervise Building Surveying and Regulatory staff within the Building and Assessment teams.
- To act as Senior Coordinator Building Assessment and Certification (SCBAC) as required.
- Ensure compliance with applicable legislative and regulatory standards and specifications pursuant to approved conditions of development consent.
- Where necessary prepare new policies or procedures, or amend existing ones as directed by the SCBAC to address any conflict or problems relating to developments.
- Assess, certify and inspect and certify all classes of buildings under the provisions of the *Environmental Planning and Assessment Act 1979*, in accordance with Council's delegated authority and the officer's accreditation level under the *Building and Development Certifiers Act 2018*.
- Assess and determine Development Applications under the *Environmental Planning and Assessment Act 1979* as well as Building Certificates and minor developments under the *Local Government Act 1993*, in accordance with Council's delegated authority.
- Prepare complex, non-standard reports, proposals, submissions and professional reports in plain English to the SCBAC, Manager Building and Engineering Assessment and/or Director City Planning and Development as required.
- Undertake any other Building Surveying or Regulatory duties as directed by the SCBAC, Manager Building and Engineering Assessment, or the Director City Planning and Development.
- Assess and monitor the impact of relevant legislation, regulatory and policy changes relevant to building development, including but not limited to the Building Code of Australia.
- As required establish collaborative partnerships with relevant organisations and stakeholders, including but not limited to liaison with other Departments within Council, other Councils, Commonwealth and NSW Government agencies and the broader community.
- Identify and implement corporate, financial, records management and human resource risk management controls, outcomes and reporting mechanisms pursuant to applicable Council policies and procedures.
- Monitor and review staff performance within the operational area and take appropriate action if and when necessary, to improve overall efficiency and productivity pursuant to applicable, Council policies and procedures.
- Maintain systems and processes that capture accurate statistical information relevant to the Building Assessment team, including but not limited to the preparation of periodic reports as and when required.
- Facilitate and implement protocols which enable greater efficiency and productivity within the Building Assessment team.

- Identification of appropriate training programs to provide professional development of staff, including attendance at seminars, workshops and conferences where approved to improve technical knowledge, enhance or acquire new and essential skills
- Institute and carry-on legal proceedings in accordance with Council's delegation register.
- Perform counter duties, as required.
- 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: