



POSITION DESCRIPTION

Title	Senior Building Surveyor
Position Classification:	Local Government (State) Award: Band 3 Level 3
Salary Range:	Grade 26 to Grade 32
Status:	Full Time
Position reviewed on:	September 2026
Position written by:	Manager Environment & Building Compliance
Division:	Planning & Environment
Department:	Environment & Building Compliance
Section:	Building Compliance
Reports to:	Team Leader Building Compliance
Special Conditions	Pecuniary Interest disclosures are required. This position has delegations under the Local Government Act (1993). Attend Site Meetings, Meetings of Council, Committees, and In-House Meetings as directed.

1. PURPOSE OF THE POSITION

- Carry out Council's obligations regarding fire safety in accordance with adopted policy.
- Carry out Council's obligations regarding private swimming pools in accordance with adopted policy.
- Assess and determine Building Information Certificate applications,
- Perform certification work, from time to time as required,
- Observe and implement principles and objectives of Council's policies and Council's Corporate Management Plan.

2. KEY OPERATIONAL RESPONSIBILITIES**2.1 Fire Safety Program**

- Administer and maintain Council's Annual Fire Safety Statement Program,
- Investigate fire safety complaints and take the appropriate action in accordance with Council's fire safety policies,
- Prepare fire safety advice and upgrade conditions for Development Applications relating to existing Class 2-9 buildings,
- Issue Notices and Fire Safety Orders and follow up outstanding actions,
- Assess performance-based designs relating to fire safety,

2.2 Swimming Pool Safety Program

- Administer and maintain Council's Swimming Pool Register,
- Assess and determine compliance certificate applications and exemptions for swimming pool barriers,
- Investigate non-compliant swimming pool barriers and take the appropriate action in accordance with Council's Swimming Pool Inspection Program,
- Issue Notices and Directions under the Swimming Pool Act.

2.3 Building Information Certificates

- Assess and determine applications for Building Information Certificates under delegation,
- Liaise with Council's legal counsel and prepare statements of fact if required.

2.4 Certification work

- Perform certification work (within limitations of registration), on behalf of Council from time to time as required.

2.5 Team Work

Support and promote team work through co-operation, communication, coaching of assessment officers, sharing of relevant information, provision of responsive accurate technical advice and maintenance of effective liaison between the team and staff of other departments and other external organisations.

Key tasks:

- As a member of the team contribute to, and enhance, overall effectiveness of the Team through individual performance.
- Assist with procedural development.
- Provide technical guidance and assistance to other team members and staff.
- Provide input into policy and team development.

The objective of the key task is to ensure:

- Team performance contributes to and enhances overall effectiveness of the workplace.
- The activities of the workplace reflect corporate goals and objectives.
- A level of co-operation and support within the team, Division and Council as a whole.
- Substantiated complaints of non co-operation are prevented.

2.6 Other duties including compliance related work.

The Director, Manager or Team Leader may allocate other duties as required. These will be in accordance with the employee's range of skills, competence, training and/or experience or is part of a training/development plan and may include any regulatory health, building or compliance related task.

Note: Key tasks include, but are not limited to, those tasks associated with each of the above areas of responsibility.

3. KEY CORPORATE RESPONSIBILITIES

3.1 Council's Vision and Core Values

Uphold and promote Council's Vision for making North Sydney a more satisfying place for people. Behave in a manner consistent with Council's Core Values:

- Provision of services to the community through co-operation and understanding.
- Responsive government based on open government and community participation.
- Honesty and integrity in all we do.
- Fairness and equity.
- Innovation and excellence.
- Responsive and responsible regulation.

3.2 Best Value and Continuous Improvement

Provide best value to the community by applying a continuous improvement philosophy. Identify ineffective and/or inefficient processes and recommend improvements. Capitalise on changes so as to increase effectiveness and efficiency. Undertake to learn from the workplace experience. Participate in learning and development activities as/when appropriate and then apply the learned skills/knowledge on the job. Identify and report to management any obligations, risks and opportunities facing Council.

3.3 Council's Policies and Procedures

Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

3.4 Customer Service

Promote a professional and positive image of Council in accordance with Council's Customer Service Policy. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

3.5 Organisational Sustainability

Consider sustainability - economic, environmental, social and governance factors - in all activities and decision making in accordance with Council's Organisational Sustainability Policy and procedures.

3.6 Community Engagement

Comply with legislative requirements and Council's Community Engagement Policy and related procedures regarding the identification and implementation of consultation opportunities to ensure that stakeholders are consulted on matters of relevance to them. Ensure Council's Core Value of open government and community participation is upheld.

3.7 Record Keeping

Undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

3.8 Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

3.9 Ethical Conduct

Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

3.10 Child Safe

Council fully supports the aims and objectives of Children's Guardian Act 2019 and associated provisions and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

3.11 Work Health and Safety

Observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Work Health and Safety.

Take appropriate action to ensure a safe and healthy working environment for self and others. In particular:

- participate in the identification and control of WHS risks in the workplace;
- support work colleagues when they return to work following injury/illness and co-operate with management in relation to changes which may need to be made in accordance with the Return-to-Work/Injury Management Plan;
- if injured, co-operate with management in developing/implementing the Return-to-Work/Injury Management Plans.

3.12 Statutory Obligations

Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

3.13 Team Work

Support and promote teamwork through:

- co-operation;
- communication;
- sharing of relevant information;
- provision of responsive and accurate advice;
- maintenance of effective liaison with other employees within own team and across Council as/when appropriate.

3.14 Financial Management

- Provide input into budget/operating plan and recommend objectives, in the area of responsibility, for inclusion in the Division's overall budget/operating plan and Management Plan.
- Manage financial performance against the budget/operating plan and act appropriately upon trends and variances in a timely manner to ensure the effective and efficient achievement of all budget and plan objectives.

4 CONTACTS ARISING FROM THE POSITION

Reports to: Team Leader Building Compliance

Supervises: Directly: Nil
Indirectly: Nil

5 SELECTION CRITERIA**Essential**

- Registration with the Building Commission NSW as a Building Surveyor.
- Tertiary qualifications in Building Surveying or related qualification.
- Thorough knowledge and understanding of the Building Code of Australia.
- Knowledge of the Local Government Act 1993, Environmental Planning and Assessment Act 1979, Swimming Pool Act 1992, and the associated regulations.
- Demonstrated analytical skills.
- Demonstrated report-writing skills and clear oral and written communication skills.
- Demonstrated mediation, negotiation, customer service and team skills.
- Current Driver's Licence.

Desirable

- Previous professional experience as a Building Surveyor in NSW.
- Experience in Fire Safety matters.

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed)

Employee's Signature Date