

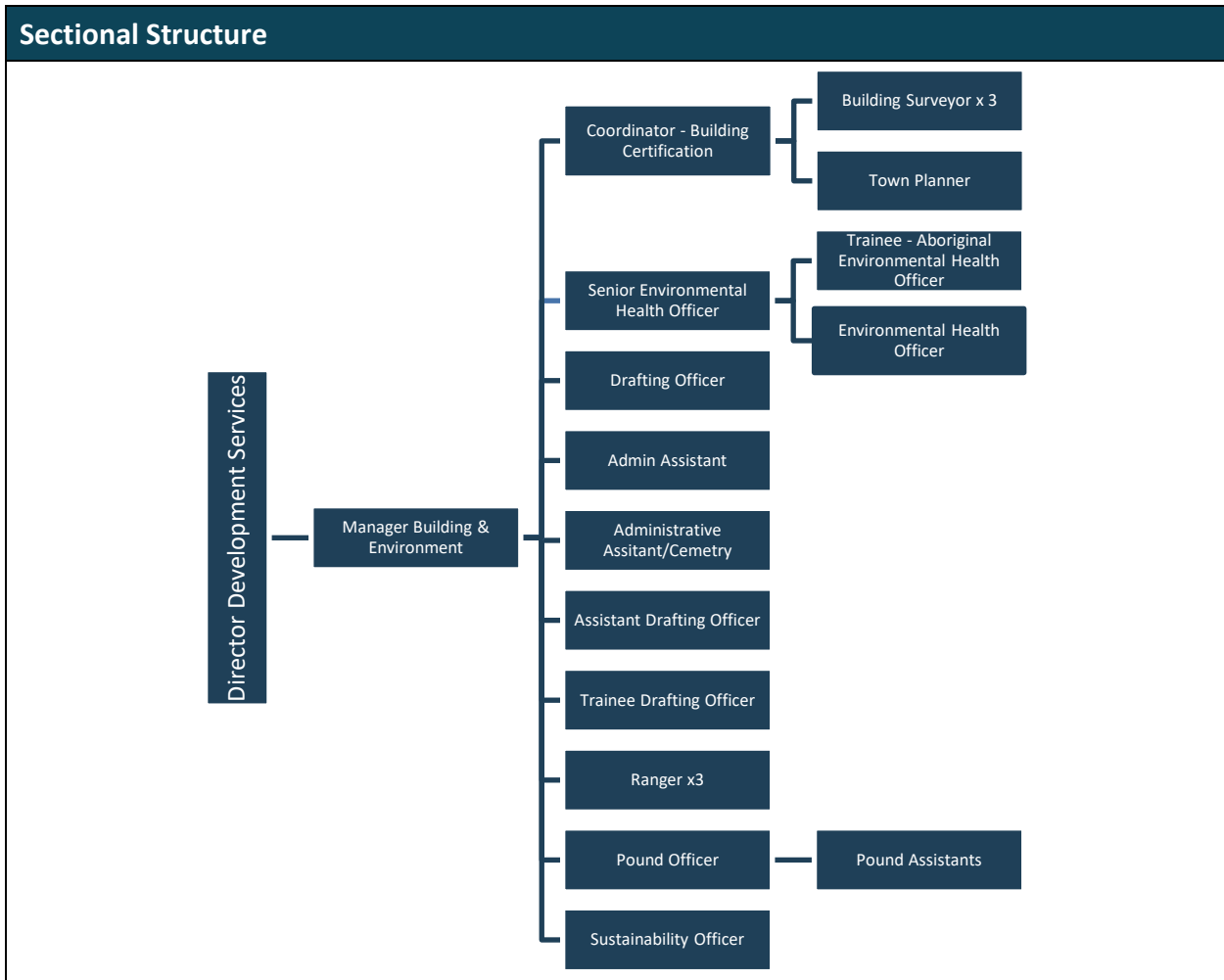
<b>Position Title:</b>	Coordinator - Building Certification
<b>Position Number:</b>	3010
<b>Division:</b>	Development Services
<b>Section:</b>	Building and Environment
<b>Grade:</b>	12
<b>Delegations:</b>	As allocated in the Delegations Register
<b>Position FTE Hours:</b>	35

### Primary Purpose of Position

Lead the Building team in the provisions of regulatory legislation in the fields of building, development control, and provide technical advice for the same.

To be an essential part of the core area and provide efficient customer service by way of issuing development consent, Part 4A certification certificates, carrying out inspections, and responding to requests from internal and external customers.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Relevant degree qualifications in Building or Building Science, or related disciplines. Qualifications in Environmental and Public Health, Engineering, Town Planning or other related post-graduate qualifications are desirable
- Current council or private accreditation under the Building Professionals Board Scheme, or be eligible to obtain council accreditation Minimum Building Surveyor (unrestricted)
- Current driver's licence

### Skills and Experience

- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Experience in assessing construction certificates and CDCs for all classifications unrestricted Experience in inspections for all classifications of buildings
- Experience in a similar role including in dealing with building compliance in Local Government, processing of Development Applications and Applications for all certifications under the Environmental Planning and Assessment Act 1979 And Local Government Act
- Demonstrated ability to coach and mentor other Environmental Health and Building Surveyors
- Demonstrated knowledge in building construction principles and ability to interpret and apply performance based building requirements
- Proven effective negotiation, conflict resolution, problem solving and influencing skills
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
- Well-developed computer literacy skills in the use of a variety of computer software packages
- Knowledge of relevant legislation including the Local Government Act 1993, Environmental Planning and Assessment Act 1979, Protection of the Environment Operations Act, Swimming Pool Act, Food Act, Building Code of Australia and Australian Standards as they relate to building assessment and enforcement.
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Supervise, lead and mentor the Building team in order to undertake assigned works timely, cost effectively and to a quality standard. This also includes recruitment, providing general feedback and advice, handling employee issues, staff performance reviews and ensuring all timesheets and other relevant paperwork are completed in a timely manner.
- Perform all of the regulatory functions and duties of an accredited Building Surveyor.
- Conduct building assessment and certification service and project manage individual application or work tasks.

- Provide timely and accurate assessment of applications for certifications and act as principal certifying authority as required under the provisions of the Environmental Planning and Assessment Act 1979.
- Provide timely and accurate assessment of applications for approval made under the Local Government Act 1993 (including plumbing and drainage works)
- Review and assess applications to ensure compliance with relevant provisions of the Roads Act, Protection of the Environment Operations Act 1997, The Food Act 2003, the Building Code of Australia and other relevant Codes of Practice, Australian Standards and Council Policies.
- Refer applications for internal/external comments and/or approvals as appropriate
- Make recommendations or approve under delegated authority given by Council for allocated applications or work tasks
- Draft/issue correspondence or reports for allocated matters
- Recommend legal action and represent Council before Courts in allocated matters
- Supervision of staff carrying out inspections and issuing approvals
- Carry out mandatory inspections of buildings and site works as appropriate to ensure compliance with approved plans and meet conditions of development consent and other safety and regulatory requirements.
- Conduct regular meetings to discuss inspections and assessments with staff and make recommendations for compliance related matters.
- Assist Manager Building and Environment in team strategic planning, budget reviews and costings
- Assist in the development and implementation of policy codes and procedures.
- Keep abreast of building regulation and building technology changes
- Conduct research, collate and coordinate relevant information
- Liaise, negotiate and give professional advice to clients and their consultants in a proactive and responsive manner.
- Review and consider assessments from other officers (peer review) under delegated authority and approve as appropriate
- Attend regular DCC (Development Control Committee) meetings, to advise on and allocate incoming applications
- Liaise with other members of the Department and across other areas of Council to ensure that issues are identified, matters are followed up and actions taken.
- Ensure that matters identified for action are followed up and finalised and that urgent matters are dealt with appropriately.
- Refer and provide feedback to customers on the progress of their requests or complaints.
- Develop and maintain a professional working relationship with stakeholders including relevant government departments and regional alliances
- Ensure compliance with legislative, statutory and Council Policy
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<b>Manage Self - Coaches "Shares It"</b> <ul style="list-style-type: none"> <li>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</li> <li>Initiates action on team/unit projects, issues and opportunities</li> <li>Accepts and tackles demanding goals with drive and commitment</li> <li>Seeks opportunities to apply and develop strengths and skills</li> <li>Examines and reflects on own performance</li> <li>Seeks and responds well to feedback and guidance</li> </ul>
Relationships	<b>Customer Focus - Coaches "Shares it"</b> <ul style="list-style-type: none"> <li>Commit to delivering customer focused services in line with strategic objectives.</li> <li>Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>Takes responsibility for delivering quality customer-focused services</li> <li>Listens to customer and community needs and ensures responsiveness</li> <li>Builds relationships with customers and identifies improvements to services</li> <li>Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
Relationships	<b>Influence and Negotiate - Leads "Masters it"</b> <ul style="list-style-type: none"> <li>Persuade and gain commitment from others, and resolve issues and conflicts.</li> <li>Builds and maintains professional relationships inside and outside the organisation</li> <li>Makes a strong personal impression and influences others with a fair and considered approach</li> <li>Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise</li> <li>Identifies key stakeholders and tests their level of support in advance of negotiations</li> <li>Uses humour appropriately to enhance professional relationships and interactions</li> <li>Pre-empt and minimises conflict by working towards mutually beneficial outcomes</li> </ul>
Results	<b>Problem Solving - Leads "Masters it"</b> <ul style="list-style-type: none"> <li>Is able to draw on wide-ranging interests and experiences when facing new challenges</li> <li>Thinks broadly about the root of problems before focusing in on the problem definition and solutions</li> <li>Is able to discuss issues from different angles and project impacts into the future</li> <li>Considers the broader context when critically analysing information and weighing recommendations</li> <li>Involves diverse perspectives in testing thinking and solutions</li> </ul> <b>Plan and Prioritise - Coaches "Shares it"</b> <p><i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> <li>Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>Manages risks effectively, minimising the impacts of variances from project plans</li> <li>Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>

## Position Capabilities

<b>Technical</b>	<p><b>Manage and Develop People - Coaches "Shares it"</b> <i>Engage and motivate staff, develop capability and potential in others.</i></p> <ul style="list-style-type: none"> <li>• Seeks to understand the individual strengths, weaknesses, goals and concerns of team members</li> <li>• Defines and communicates roles and responsibilities and sets clear performance standards and goals</li> <li>• Coaches team members to help improve performance and development</li> <li>• Regularly discusses performance with team members and provides accurate, constructive reviews</li> <li>• Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals</li> <li>• Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way</li> </ul>
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## Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

## Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable

- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

**General**

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties and responsibilities of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signature of Employee</b>	
<b>Date</b>	