

# Wairoa District Council JOB DESCRIPTION

<b>Job Title:</b>	Building Control Administration Officer
<b>Work Unit:</b>	Regulatory – Building Control
<b>Responsible To:</b>	Team Leader Building Control
<b>Responsible For:</b>	N/A
<b>Job Purpose:</b>	<p>This is a permanent position. Hours to be negotiated with successful candidate with 30 hours minimum a week to maximum 40 hours per week.</p> <p><b>This job exists to:</b> ensure that the Building Control section satisfactorily discharges all of its obligations and responsibilities in regard to administration as a Building Consent Authority.</p>
<b>Financial delegated Authority:</b>	N/A
<b>Date Last Updated:</b>	October 2009

## Organisation Context:

Please see attached organisation chart.

## Functional Relationships:

### External

General Public/Ratepayers  
Contractors  
Trades People  
Designers/Consultants  
Building Owners  
IQPs

### Internal

Team Leader Building Control  
Management  
All Staff  
Building Control Officers

## Key Result Areas:

The position of Building Control Administration Officer encompasses the following major functions or Key Result Areas:

- Customer Services
- Building Consents
- Accreditation and Administration
- BWOFs and Compliance Schedules
- LIMS, PIMS and relevant Bylaws
- Corporate contribution

## Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><b><u>KRA 1. CUSTOMER SERVICE</u></b></p> <ul style="list-style-type: none"> <li>○ Contribute to the agreed objectives of the Building Team.</li> <li>○ Be the first point of contact for Building Control, providing telephone and counter reception service for the Building Control Section in relation to public enquires to ensure that the general public receives a prompt and courteous standard of service with particular regard to the privacy requirements of specific people.</li> <li>○ Develop and maintain a "client service mentality" through good public relations and non-officious communication with the general public in order to achieve co-operation and compliance.</li> <li>○ Respond to customer needs to provide accurate and up to date advice when requested by the public regarding building related issues and to hand that enquiry to a Building Control Officer for more technical issues.</li> <li>○ A commitment to achieving key business objectives and effectiveness in service delivery.</li> <li>○ An ability and willingness to achieve high performance necessary to provide quality service to internal and external customers.</li> <li>○ Undertake clerical duties, such as word processing, photocopying and faxing as required.</li> <li>○ Undertake scanning consents files at CCC time and as required.</li> <li>○ Organise and maintain swimming pool register.</li> <li>○ Maintain the area of the counter and environs to ensure that a tidy and user friendly reception area is available to the public at all times. This shall include but is not limited to:               <ol style="list-style-type: none"> <li>1. Ensuring adequate stock of various forms that are required in the day to day operation of the Building Control and Consents administration section are maintained at all times.</li> <li>2. That the counter is kept tidy and free of clutter.</li> <li>3. That an inventory control system of the public information pamphlets is maintained to ensure sufficient supplies at all times.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>○ No legal action taken against Council due to inaccurate or incorrect advice.</li> <li>○ No justifiable complaints with regard to the level of customer service delivered.</li> <li>○ Accurate responses given to enquiries within a timely manner and standard procedures.</li> <li>○ All services are monitored and administered in accordance with statutory requirements and timeframes.</li> <li>○ Assigned projects are managed to meet agreed timeframes and budget.</li> </ul>

## Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><b><u>KRA 2 BUILDING CONSENTS</u></b></p> <ul style="list-style-type: none"> <li>○ To assist as directed in the receipt, quality vet check and technical applicant advice for all first contact building applications and enquiries and advise customers if further information required.</li> <li>○ To provide backup for Consents Officer for receiving, checking and lodging applications into the building consent database for building consent and PIM applications and other building related applications.</li> <li>○ Record and monitor the progress of new consent applications, outstanding and suspended consents under the Building Act, regulations and bylaws as required.</li> <li>○ Create and maintain all necessary records, plans, files and databases, including Building Warrants of Fitness relating to consents on Council's property files and computer system.</li> <li>○ To provide backup for Consents Officer to prepare reports such as Building Consent Summary, Statistics NZ Report, BRANZ report and performance analysis report.</li> <li>○ Create invoices, issue refunds and track payments as required.</li> <li>○ Assist in the development and implementation of new property files.</li> <li>○ Programming inspections of "work in progress" building consents to enable goal of all existing building consents being progressed to Code Compliance Certificates stage within two years</li> <li>○ Programming and advising consent holders when their consent is due to lapse at 12 months without activity.</li> <li>○ Programming and advising consent holders within two year expiry timeframe.</li> <li>○ Monitor and organising daily inspections for inspectors to ensure time frames are met.</li> <li>○ Monitoring and advising historic consent holders.</li> </ul>	<ul style="list-style-type: none"> <li>○ Building consent applications, PIMS &amp; LIM's, inspections and code compliance applications are managed within statutory time frames and processed in accordance with Council policies and procedures.</li> <li>○ Reports are issued within required time frames.</li> <li>○ All applications are processed in a co-ordinated manner and in accordance with relevant legislation.</li> </ul>

## Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><b><u>KRA 3. ACCREDITATION &amp; ADMINISTRATION</u></b></p> <ul style="list-style-type: none"> <li>○ Assist with the implementation of Building Control procedures already in place and update procedures and documents as required including:               <ol style="list-style-type: none"> <li>1. The application receipt, initial checking, PIM circulation, technical checking and issuing of building consents and PIMS.</li> <li>2. The inspection and recording stage including building plan amendments, through to issue of Code Compliance Certificate.</li> <li>3. The enforcement pathways, issue of notices to fix and dealing with unconsented buildings.</li> <li>4. Compliant procedures, both in regard to building consent issues and general building issues.</li> <li>5. The checking of all consents and any other building related applications, to ensure all information is submitted and fees are correctly receipted.</li> <li>6. Maintenance of all records and registers of the Building Control Section.</li> <li>7. Give clerical support for the Building Control section as required.</li> </ol> </li> <li>○ To assist as directed in the development, implementation and documentation of administration procedures necessary for the achievement of Council's purposes with regard to the various legislation that regulate the Department's processes with particular emphasis on a continual improvement regime for Building Act activities.</li> <li>○ Develop and maintain information brochures, pamphlets and newsletters to enable applicants to have a full understanding of the process required, documentation and quality thereof, for any building consent applications and related issues.</li> <li>○ Assist in the development of internal audits/peer reviews for building control procedures and staff and assist in completing internal audits for building control.</li> <li>○ Uniform existing building control forms and maintain to acceptable quality assurance standards.</li> <li>○ Undertake scanning of building consents as directed.</li> <li>○ Undertake necessary filing as directed.</li> </ul>	<p>Building consent applications, PIMS &amp; LIM's,</p> <ul style="list-style-type: none"> <li>○ Create and maintain all necessary files and databases and documentation relating to Accreditation and related administration activities on Council's files and computer systems.</li> <li>○ All recording completed promptly and accurately.</li> <li>○ Internal Audits /Peer reviews completed within specified time frames. All CARs and PARs identified followed through, actioned and recorded.</li> <li>○ BCA Accreditation status is maintained.</li> <li>○ Phase 2 of BCA Accreditation and future legislative requirements are achieved and maintained.</li> <li>○ All services are monitored and administered in accordance with statutory and managerial timeframes.</li> </ul>

### Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><b><u>KRA 4. COMPLIANCE SCHEDULES &amp; BWOFS</u></b></p> <ul style="list-style-type: none"> <li>○ Confirm and maintain the integrity of Council's register of Compliance Schedules.</li> <li>○ Receive and check Building Warrant of Fitness and 12A's. Process and update system.</li> <li>○ Update databases as required and maintain the hardcopy file system.</li> <li>○ Advise clients when Building Warrants are due and overdue.</li> <li>○ Organise BWOFS Audits.</li> <li>○ Input Compliance Schedule applications and update existing and amended Compliance Schedules.</li> <li>○ Generate invoices.</li> </ul>	<ul style="list-style-type: none"> <li>○ All necessary records, plans, files, computer records and databases are created and maintained.</li> <li>○ No legal action taken against Council due to inaccurate or incorrect advice.</li> <li>○ All services are monitored and administered in accordance with statutory and managerial timeframes.</li> <li>○ All public buildings have current BWOFS or CSS.</li> </ul>

### Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><b><u>KRA 5. LIMS/PIMS &amp; RELEVANT BYLAWS</u></b></p> <ul style="list-style-type: none"> <li>○ To provide back-up to Consents Officer to prepare and issue documentation for Land Information Memorandums, Project Information Memorandum Returns made under the Local Government Act and relevant Regulations and Departmental procedures.</li> <li>○ To provide back-up to Consents Officer creating invoices, issue refunds, documenting consent conditions and tracking invoices and payments.</li> <li>○ To provide back-up to Consents Officer to collect, collate and disseminate reports and information in accordance with statutory timeframes and processed in accordance with Council policies and procedures.</li> <li>○ To provide back-up to Consents Officer to process LIM applications in accordance with department procedures.</li> <li>○ Fulfil the responsibilities of Consents Officer as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>○ Create and maintain all necessary records, plans, files and computer records and databases.</li> <li>○ No legal action taken against Council due to inaccurate or incorrect advice.</li> <li>○ All services are monitored and administered in accordance with statutory and managerial timeframes.</li> </ul>

## Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p><b><u>KR6. CORPORATE CONTRIBUTION</u></b></p> <ul style="list-style-type: none"> <li>○ To meet the requirements of the Health &amp; Safety in Employment Act 1992 all employees must demonstrate a proactive commitment to a safe working environment, which includes reporting all incidents and accidents assisting with hazard identification.</li> <li>○ To meet Council's statutory responsibilities for civil defence emergency management, all employees must participate in any civil defence emergency management training initiatives and assist with any civil defence emergencies as set out of Council's Civil Defence Emergency Management Plan.</li> <li>○ Any other duties considered necessary by the Team Leader Building Control that are consistent with the position.</li> <li>○ Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>○ Ensures proper care of Council plant and equipment.</li> <li>○ Fulfil administration-reporting requirements.</li> </ul>	<ul style="list-style-type: none"> <li>○ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>○ Contribution to projects and corporate initiatives is effective and valued.</li> <li>○ Administration requirements are completed timely and accurately.</li> </ul>

**Note**

*The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development programme.*

## Person Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. As such it may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience, key skills, attributes or job specific competencies.*

The Building Control Administration Officer in carrying out his/her duties shall:

1. Exercise delegated authority consistent with the purpose of the position to the best of his/her ability.
2. Promote good housekeeping in the consents / building control section.
3. Liaise with other officers of the Regulatory Department and other Departments of Council, together with relevant external parties to ensure effective building control functions.
4. Be an active, effective, and constructive member of the building control team, maintain liaison with supervisory staff and participate in training and development programmes as appropriate.
5. Become fully conversant with the duties of the rest of the Building Control section. Relieve in other building control areas when staffing levels or work pressure indicates assistance is required. Such assistance is to be apportioned by the Team Leader Building Control.

*The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development system.*

## Qualifications

<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<ul style="list-style-type: none"> <li>• Relevant experience is a key requirement. School Certificate or similar educational level is appropriate for the position together with proven organisational ability.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality assurance system/ internal auditing qualifications.</li> </ul>

## Knowledge / Experience

<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<ul style="list-style-type: none"> <li>• Ability to work quickly and under constant pressure to meet deadlines is essential.</li> <li>• Excellent organisational skills</li> <li>• Ability to write correspondence, reports, and document technical processes professionally.</li> <li>• Ability to read and interpret relevant legislation is essential.</li> <li>• Experience with quality assurance systems and undertaking audits.</li> <li>• To have a good knowledge of computer programs and systems, specifically word processing, database and flow charting programs.</li> <li>• Have the ability to read and interpret plans and specifications in relation to the building code requirements paying particular attention to clarity and quality of those documents with specific attention to plan scale.</li> <li>• The post holder must be comfortable dealing with, and able to communicate effectively with the public, being familiar with the type of work carried out by the department, preferably with some work experience in a public reception area as well as knowledge of the building industry and related technical issues.</li> <li>• The post holder must be comfortable communicating effectively with other Council staff, particularly the technical officers that report on building consents.</li> <li>• Polite</li> <li>• Good dress code</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with filing systems.</li> <li>• Knowledge of Building Act 2004</li> <li>• Knowledge of Resource Management, Local Government Act.</li> <li>• Current driver's licence</li> <li>• Knowledge of District</li> </ul>

## Key Skills/Attributes/ Job Specific Competencies

- Demonstrated computer literacy
- Self Motivation - The ability to plan and carry out work on time without continuous prompting or peer support.
- Focused - Able to prioritise work and work to agreed timeframes.
- Inter-Personal skills - The ability to cooperate with other people and where possible to minimise or avoid conflict.
- Communication - The ability to communicate openly and clearly with internal and external parties
- Customer Focus - A strong commitment to customer service.
- Innovation - To initiate positive change and develop more effective ways of working
- Objectivity - The ability to maintain an open mind and where necessary, to seek innovative solutions whilst not compromising in situations where there is no room for negotiation.
- Demonstrated organisational skills.

## Key Behaviours for all staff as part of Performance Development:

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Creating value for Customers
- Effective Communications and Relationships
- Teamwork

## Other Requirements

- To work any travel away situations where required

## Change to job description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. Such change may be initiated as necessary by the Manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

.....  
Approved: (Manager/Supervisor)

Date: .....

Employee:

Date: .....