



SOUTH GIPPSLAND SHIRE COUNCIL

POSITION DESCRIPTION

POSITION:	Deputy Municipal Building Surveyor
DIRECTORATE:	Development Services
DEPARTMENT:	Regulatory Services
CLASSIFICATION:	Band 7 or 8 depending on skills and experience of the successful applicant
EMPLOYMENT STATUS:	Full time ongoing
CURRENT OCCUPANT:	Vacant – New position
DATE:	January 2016

ORGANISATION OVERVIEW

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

DEPARTMENT

The department of Regulatory Services is responsible for:

- Animal Management
- Building
- Children's Crossings
- Environmental Health
- Fire Prevention
- Local Laws
- Planning Enforcement
- Traffic Management
- Wastewater



ORGANISATIONAL RELATIONSHIPS:

Reports to:

- Municipal Building Surveyor (also Manager Regulatory Services)

Direct Reports:

- Building and Planning Enforcement Officer
- Building and Enforcement Services Administration Officer

Key Internal Relationships:

- Director Development Services
- Manager Planning
- Coordinator Statutory Planning
- Coordinator Environmental Health
- Coordinator Local Laws
- Supervisor Planning Liaison and Administration

Key External Relationships:

- Community
- Private Building Surveyors
- Victorian Building Authority
- Other Government Authorities and Agencies
- Consultants (building designers, engineers, etc.)

1. POSITION PURPOSE

The Deputy Municipal Building Surveyor is responsible for the day to day management of the Building and Enforcement Services Team. The Building and Enforcement Services Team is responsible for delivering Council's services under the Building Act 1993 and Part 6 of the Planning and Environment Act 1987.

The position objectives are:

- Deliver a professional Building and Enforcement service on behalf of Council for the community in accordance with corporate plans and budgets;
- Market the service and actively engage the community and stakeholders in the delivery of a safe and sustainable built environment;
- Collaboratively transform the Building and Enforcement Services Team staff environment and bring about a highly satisfied and productive workforce with a professional, friendly and fun culture;



- Actively improve processes and practices and take ownership of system targets, reporting and management;

2. KEY RESPONSIBILITIES

The following are the key responsibilities for this position:

Service Delivery

- Ensure and be responsible for Council fulfilling its statutory obligations under the Building Act 1993 and Building Regulations 2006;
- Coordinate and deliver Council's building and planning enforcement services;
- Coordinate and deliver Council's fire safety, essential safety measures and pool/spa barrier auditing and compliance program;
- Assess building/occupancy permit applications, issue building/occupancy permits and undertake mandatory inspections;
- Develop, plan for and drive the delivery of the Building and Enforcement Services Team's business plan;
- Investigate, analyse and make recommendations to the Municipal Building Surveyor on Building and Enforcement Services matters when required;
- Ensure that advice provided by the Building and Enforcement Services Team is accurate, timely and appropriate and delivered without fear or favour;
- Decisively manage the Building and Enforcement Services Team financial accounting, reporting and budgeting; and
- Coordinate regular Council performance reports for the Building and Enforcement Services Team

People and Culture

- Progressively transform the Building and Enforcement Services Team to bring about great service for our valued customers through reviewed policies, reporting regimes and by working collegiately and collaboratively to achieve the directorate's objectives;
- Actively motivate and lead staff to be accountable for the delivery of a unified, value-adding Council service;
- Provide effective communication, challenging objectives and variety of work for the overall development of people in the Building and Enforcement Services Team;



- Develop clear work plans for the Building and Enforcement Services Team in accordance with the Council planning framework; and
- Work closely with all staff to embody a sense of empowerment, interdependence, teamwork and dynamic service.

Process Improvement

- Drive initiatives to build a sustainable Building and Enforcement Services Team through process improvement, clarity of purpose and innovative approaches to delivery;
- Work proactively with your staff to develop, document and continuously improve operational processes and project management practices;
- Take ownership of software systems to align processes with systems for ease of use and efficiency;
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation;
- Act in accordance with Council, relevant legislation and Council's Code of Conduct;
- Assist in the provision of a safe working environment for all staff and employees of the Building and Enforcement Services Team, in accordance with the Occupational Health and Safety Act;
- Contribute to the maintenance and auditing processes of Council's safety management system; and
- Contribute to emergency management activities when required and directed by supervisor/manager.

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is authorised for the following:

- Responsible for Council's statutory obligations under the Building Act 1993 and Part 6 of the Planning and Environment Act 1987;
- Responsible for the administration and enforcement of Acts, Regulations, Laws for all relevant Authorities and specific delegations within the Building and Enforcement Services Team;
- Responsible for assessing building/occupancy permit applications, issue building/occupancy permits and undertake mandatory inspections;



- Responsible for preparing and presenting reports to Council, submissions to VCAT and the Building Appeals Board;
- Freedom to act is subject to legislation, regulations, instruments of delegations, policies and an agreed performance development plan;
- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out;
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council;
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation;
- Accountable to demonstrate and require appropriate safety practices, report and investigate inappropriate behaviours and incidents appropriately, enable improved learning and work practices; and
- Accountable to ensure the development of your people, the delivery of your people's role requirement's, and in developing a positive, values and principles based team culture.

4. JUDGEMENT AND DECISION MAKING SKILLS

Judgement and decision making will be within the ambit of the following:

- This is a specialist professional role where the officer is expected to exercise sound judgment and decision making on complex building and legislative matters. Problem solving skills in line with industry best practice and officer discretion is required;
- Required to make decisions under relevant Acts and Regulations under delegation; and
- Guidance and advice may not always be available.

5. SPECIALIST SKILLS AND KNOWLEDGE

The skills and knowledge required to perform the duties of the position include:

- Experience in the use of Microsoft software packages;
- Extensive experience in the building surveying industry in a building regulatory, enforcement and assessment capacity;
- Highly developed understanding of the legislative framework and processes applicable to the Building and Enforcement Services Team



- Highly developed analytical and investigative skills;
- Understanding of the regulatory environment within Local Government;
- Experience improving processes and practices in previous workplaces;
- Knowledge of financial accounting, reporting and budgeting processes;
- Ability to perform out of hours on call functions and respond to emergency call outs when rostered on i.e. building fires, vehicle damage to buildings, etc; and
- Ongoing development skills and knowledge through attending professional development programs and taking a proactive approach to continually improve skills and abilities.

6. MANAGEMENT SKILLS

The required management skills include:

- Proven ability to effectively plan, manage and prioritise own work;
- Responsible for coordination of consultants and contractors where required;
- Effective project management skills;
- Ability to assist in improving efficiency and quality of service; and
- Proven ability to effectively supervise staff.

7. INTERPERSONAL SKILLS

Interpersonal skills include:

- Demonstrated capacity to gain cooperation and assistance and resolve problems with members of the public to facilitate favourable outcomes for council;
- Demonstrated interpersonal and communication skills, including the ability to communicate orally at Council meetings and other presentations as required by the Municipal Building Surveyor;
- Ability to resolve problems both internally and externally with all relevant stakeholder;



- The ability to lead and influence others to inspire, motivate, influence and empower others to achieve agreed outcomes;
- Demonstrated ability in developing a customer service focus to service delivery;
- Demonstrated ability to use written forms of communication to transfer knowledge and facilitate favourable outcomes to Council;
- The ability to communicate with all members of the community in a professional way, with tact, discretion and patience; and
- The ability to lead and influence others to inspire, motivate, influence and empower others to achieve agreed outcomes.

8. QUALIFICATIONS AND EXPERIENCE

The qualifications and experience required for the position include:

- Building Surveying degree or equivalent tertiary qualification;
- Registered (or near eligible) as a building practitioner with the Building Practitioners Board in the category of Building Surveyor Unlimited;
- Substantial experience in the building surveying industry in a building regulatory, enforcement and assessment capacity;
- Experience in investigation of building/planning breaches and attendance in the Magistrates Court for prosecution matters;
- Current Victorian Drivers licence; and
- Successful Police Records Check.

9. SELECTION CRITERIA

- A Building Surveying degree or equivalent tertiary qualification.
- Substantial experience in the building surveying industry in a building regulatory, enforcement and assessment capacity.
- Registered (or near eligible) as a building practitioner with the Building Practitioners Board in the category of Building Surveyor Unlimited.
- Excellent communication skills including written, oral and negotiation.
- Experience in investigation building and planning breaches and attendance in the Magistrates court for prosecution matters.



- Experience supervising staff and managing projects.
- Experience in the use of Microsoft Word, Excel and Outlook.
- Current Victorian Drivers licence

10. PRE EMPLOYMENT CHECKS

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo a pre-employment medical examination if progressing to the next selection stage.
- Applicants may be required to undergo an Integrity/Psychometric assessment if progressing to the next selection stage.

Acceptance of the Position – Successful Candidate to Complete	
Agreement:	
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agree to the terms and conditions.	
Name (Please print):	
Signature:	Date: