

Position Title	Building Surveyor
Department	Planning
Unit	Development
Team	Building Certification
Supervises	Nil
Reports To	Team Leader Building Certification
Grade	G
Date Prepared	21/02/2019
Date Last Updated	4/12/2024

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position






The Building Surveyor in the Building Certification team is responsible for ensuring Council continues to meet its development assessment and building certification duties to meet community expectations. Among other things, whilst being responsible for the enforcement of building regulations, Council building surveyors are responsible for the assessment of development applications, complying development certificates, construction certificates, occupation certificates, building information certificates and the undertaking of mandatory critical stage inspections when acting in the principal certifier role.

Accountabilities

- Responsible for ensuring the timely and effective delivery of building certification and development assessment obligations within service standards set by Council.
- Provide advice and information to Council and the community on building related matters.
- Manage workload to ensure services are delivered in accordance with Council's service standards in a timely manner.
- Undertake building certification responsibilities and development assessment tasks as required.
- Promptly and effectively respond to all enquiries from customers regarding building certification, development assessment and other related matters.
- Collaborate and communicate with Development Unit team members to create an enthusiastic and motivated atmosphere where staff work to deliver quality outcomes in a timely manner.
- Assist and provide professional input to the certification of building works and inspections.
- Assist in the implementation of agreed initiatives to ensure the unit continues to operate effectively.
- Remain abreast of relevant legislative requirements.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Technical/ Professional Specialist		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an • Promotes integrity, courage and professionalism inside and outside the • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/ unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and • Scopes and manages projects effectively,

- Manages risks effectively, minimising the impacts of variances from project plans
- Monitors progress, makes adjustments, and evaluates outcomes to inform future planning

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Building Surveying (or equivalent)
- Registration as a Building Surveyor - Restricted (Class 1 and 10 Buildings)
- Class C Driver’s Licence

Essential Experience

- Relevant, extensive supervision and/or specialist function experience in the area of building surveying.
- A sound working knowledge of relevant legislation such as the Local Government Act, Environment Planning and Assessment Act, Building and Development Certifiers Act, Swimming Pools Act and Building Code of Australia.
- The ability to investigate and resolve matters in a methodical and timely manner.
- The ability to make judgment based decision based upon the information presented.
- Highly developed interpersonal skills, people skills, conflict resolution, and mediation and negotiation skills.

Desirable Qualifications and or Experience

- Post degree/post graduate qualification in a related area.
- Devises effective improvement and change initiatives.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>