

<b>Position Title</b>	Building Surveyor
<b>Department</b>	Planning
<b>Unit</b>	Development
<b>Team</b>	Building Compliance
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Building Compliance
<b>Grade</b>	G
<b>Date Prepared</b>	21/02/2019
<b>Date Last Updated</b>	2/06/2025

## 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 Compliance team is responsible for ensuring Council continues to meet its development assessment, building certification and development compliance duties in accordance with community expectations. While being responsible for the enforcement of building regulations, Council building surveyor will be 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.
- Responsible for conducting investigation of unauthorised or non-compliant building works within service standards set by Council through application of planning legislation, development standards and building codes within the planning framework and with cooperation from internal and external stakeholders.
- Provide sound advice and information to Council and the community on building, certification and compliance related matters.
- Manage workload to ensure services are delivered in accordance with Council's service standards in a timely manner.
- Collaborate and communicate with colleagues in Certification & Building Compliance Unit, Development Engineering teams, Development Unit and Regulatory Unit to create an enthusiastic and motivated atmosphere where staff work to deliver quality outcomes in a timely manner.
- Undertake assessments regarding the compliance of buildings and preparation of internal and external correspondences to clearly communicate issues of non-compliant building works and any remedial actions required.
- Undertaking statutory building inspections in cooperation with Council's certification teams to effectively provide a robust and reputable certification service for the community.
- Providing feedback on compliance issues through well detailed and concise report writing and through customer engagement.
- Assist in the implementation of agreed initiatives to ensure the team and unit continues to operate effectively in accordance with its objectives.

- Remain abreast of relevant legislative requirements including undertaking training requirements for continued professional development to maintain building surveying registration.
- Provide advice to public enquiries and to educate the community through various initiatives in relation to relevant building and development legislation, codes and standards as applicable.

## 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
 <b>Personal Character</b>	Lead Self	Adept
	Display Resilience	Adept
	<b>Act with Integrity</b>	Advanced
	Safety and Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Advanced
	Influence and Negotiate	Intermediate
 <b>Results</b>	<b>Plan and Prioritise</b>	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 <b>People Leadership</b>	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
<b>Personal Character</b>		
Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an</li> <li>• Promotes integrity, courage and professionalism inside and outside the</li> <li>• Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b>		
Plan and Prioritise	Adept	<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</li> <li>• Scopes and manages projects effectively,</li> <li>• Manages risks effectively, minimising the impacts of variances from project plans</li> </ul>

- 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 field).
- Registration under a relevant category of building surveying in accordance with NSW Fair Trading requirements.
- Class C Driver's Licence.
- Construction Industry White Card

### Essential Experience

- Relevant, extensive supervision and/or specialist function experience in the area of building surveying including the role of a Certifying Authority and Principal Certifier.
- Experience with undertaking development enforcement and/or compliance roles in local government in relation to building and development works.
- 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 and other relevant codes and policies which are relevant to the role of a Building surveyor according to the requirements of NSW Department of Fair Trading.
- Demonstrated developed interpersonal skills, conflict resolution skills and negotiation skills.
- Well developed written and verbal communication skills.

## Desirable Qualifications and or Experience

- Post degree/post graduate qualification in a related area.
- Devises effective improvement and change initiatives.
- Professional registration as Building Surveyor - Restricted (Class 1 or 10) would be desirable.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>