



## Position Description

As At 22-Jan-2016

<b>Position Title:</b>	Building Coordinator - MBS
<b>Position Code:</b>	TBC
<b>Department:</b>	Development Services
<b>Business Unit:</b>	Planning and Building
<b>Work Group:</b>	Building
<b>Position Classification:</b>	SEO
<b>Effective Date:</b>	January 2016

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

### 1.0 Position Objectives

- 1.1 Lead a customer focused statutory building service team that provides an efficient, timely and professional response process for service delivery including the assessment of building applications, stakeholder engagement, development of policies, improvement of service levels and standards in regard to the Building functions.
- 1.2 Administer and enforce compliance with the Building Act and Building Regulations, Victoria and all other statutes, regulations and bylaws relating to the construction, demolition or maintenance of buildings within the Rural City of Wangaratta in accordance with the relevant policies, goals and objectives as determined by Council.

### 2.0 Key Responsibilities

- 2.1 Lead and supervise Council's building service functions and ensure that Council's all statutory building obligations are met and requirements of the Build Act and Regulations are carried out professionally and in a timely and professional manner.
- 2.2 Carry out the functions empowered to the Building Coordinator - MBS under the Building Act to provide for a safer built environment for the general public and building occupants, including monitoring of compliance of premises with Essential Safety Measure and swimming pool/spa barrier requirements, and issuing Notices/Orders where appropriate.
- 2.3 Ensure that building applications are processed in an efficient manner and in accordance with the statutory requirements under the provisions of the Building Act and Regulations and also ensuring that the Building team is implementing corporate direction, objectives, values and culture.
- 2.4 Liaise with the building industry, stakeholders and the public to offer advice or assistance with any building related enquiry and ensure that the provision of building services is undertaken with a high degree of cooperation and coordination with planning and other related teams to maximise customer satisfaction.

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- 2.5 Lead a team approach to problem solving; team development and quality continuous improvement including initiating measures for the improvement of processes and procedures for achieving efficiencies and better service delivery, mentoring and undertaking staff performance reviews and providing them feedback.
- 2.6 Prepare reports for management, Council, Building Appeals Board and other building forums including monthly and quarterly statistical and operational reports and represent Council at
- 2.7 Undertake core building functions such as assessment of building permit applications, inspections, report and consent applications and represent Council at court hearings, advisory bodies and other forums as may be required on building matters.
- 2.8 Provide effective, high quality and comprehensive advice to all of Council's customers (internal and external) regarding building services and manage the monitoring of legislative compliance and also undertake.
- 2.90 Provide leadership for facilitating appropriate public participation and community awareness of building services and obligations and undertake actions for market
- 2.10 Assist the Manager Building, Planning And Compliance in the implementation of Council's priorities and objectives and undertake all the measures as directed by the Manager from time to time.

### 3.0 Core Physical Requirements

- 3.1 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.
- 3.2 Capacity to work in an outdoor environment for varying periods of time.
- 3.3 Capacity to walk on uneven surfaces.
- 3.4 Capacity to, on occasion, lift items unspecified in weight within individual limits.

### 4.0 Accountability and Extent of Authority

- 4.1 Promote Council Values and participate in the ongoing improvement processes including Council's policy of *'Our Community promise'* for excellence in customer service.
- 4.2 Ensure accurate and prompt registration of all customer requests within the request system, action and respond to assigned requests within a prescribed timeframe and according to Rural City of Wangaratta Performance Standards.
- 4.3 Ensure that records management obligations and responsibilities are met in a timely manner.
- 4.4 Ensure the efficient implementation of Council's Risk Management policies, procedures standards, guidelines, instructions and Risk Assessment Control Plans.
- 4.5 This position reports to the Manager Building, Planning and Compliance for the efficient and effective performance of this position.

### 5.0 Judgement and Decision Making

- 5.1 Accurate decision and directions to be made and given based on up to date knowledge of building services and make decisions on all matters that are the responsibility of the position and within delegated authority, legislative requirements, established policy or recognised standards.
- 5.2 Identify opportunities for development of policy and procedures relevant to the position, and recommend them to management for endorsement. This includes work procedures and practices.

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- 5.3 Provide high level input to the Building team's business plan to establish relevant and measurable key performance indicators.
- 5.4 Accurately interpret, make decisions and provide advice in accordance with the Building Act, Building Regulations, Building Code of Australia and other statutes.
- 5.5 Negotiate with builders and applicants on options for achieving compliance with statutory, local laws and council policy requirements.
- 5.6 Implement all corporate programs, business and contract requirements relating to building services.

### 6.0 Knowledge and Skills

#### 6.1 Specialist Knowledge and Skills

- 6.1.1 Extensive knowledge of building and related legislation including the Building Act and Building Regulations, Local Government Act and other relevant Acts and Statutes.
- 6.1.2 Extensive experience in managing building services and application of the Building Act and Regulations, including an awareness of the factors influencing State regulatory control of building and the operation of the competitive market.
- 6.1.3 An understanding of Local Government, and other levels of Government operations, including an awareness of land use planning issues, and the relationship between planning and building approval processes, and ability to understand the legal and political context in analysing and/or preparing building surveying/compliance policies, procedures and reports.
- 6.1.4 Demonstrated experience in developing policy, procedures and management level reports.
- 6.1.5 High standard of computer literacy skills including the Microsoft Office suite of applications.
- 6.1.6 Understanding of the importance of the role and how it relates to the long term goals of the wider organisation and the legal and political context in which it operates.
- 6.1.7 Experience in community consultation and ability to represent Council at public meetings on matters relevant to building control.
- 6.1.8 Computer skills, particularly in Microsoft products

#### 6.2 Management Skills

- 6.2.1 Strongly developed leadership and people management skills and the ability to motivate and develop staff.
- 6.2.2 Proven ability to consult with, and influence a range of stakeholders in the community, government and corporate sectors.
- 6.2.3 Demonstrated ability to develop options and resolutions to problems within short timeframes and available resources.
- 6.2.4 Ability to implement change.
- 6.2.5 Skills in managing time, setting priorities, planning and organising one's own work with minimum supervision.
- 6.2.6 Demonstrated ability in commercial business management skills.
- 6.2.7 Gain co-operation from staff and positively promote change and improvement to departmental functions.

#### 6.3 Interpersonal Skills

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- 6.3.1 Ability to effectively communicate with and gain cooperation and assistance from staff, customers, professionals and tradespeople.
- 6.3.2 Ability to establish an environment that motivates and supports people to achieve a high level of performance.
- 6.3.3 Strong communication skills, including public speaking, writing of reports and submissions.
- 6.3.4 Ability to gain cooperation and negotiate with applicants for permits and members of staff to resolve problems and ensure the smooth running of the Building team.
- 6.3.5 Proven capacity in working with others in a productive, structured, cooperative and integrated way.
- 6.3.6 Ability to maintain positive internal and external relations on behalf of Council.
- 6.3.7 Well-developed oral and written communication skills.

### 7.0 Qualification and Experience

- 7.1 Tertiary qualifications in Building Surveying and/or related field.
- 7.2 Registration as a Building Surveyor Unlimited with the Building Practitioners Board.
- 7.3 A proven track record in dealing with building approvals and enforcement.
- 7.4 Highly developed management and strategic thinking skills acquired over at least 5 years in a similar Building management role, preferably with Local Government experience.
- 7.5 Membership or eligibility for membership of a recognised institute associated within the building field.

### 8.0 Key Selection Criteria

- 8.1 Tertiary qualifications in Building Surveying and/or related field.
- 8.2 Registration as a Building Surveyor with the Building Practitioners Board.
- 8.3 A proven track record in dealing with project management and building approvals
- 8.4 Highly developed leadership skills acquired in a similar Building leadership/management role, including team building, managing stakeholders, process improvement and budgetary practices and procedures and preferably with Local Government experience.
- 8.5 Well developed interpersonal skills, including sound report writing and effectively engaging internal and external stakeholders and customers.
- 8.6 Current Drivers Licence.

### 9. Authorisation

Authorised by: Director - Infrastructure Services

Date: \_\_\_\_\_

Employee's Signature

Date: \_\_\_\_\_