

Location	Thames	
Reports to	Building Unit Manager	
Group	Regulatory Services Group	
Direct Reports	BCO Inspectors and Senior BCO Inspectors (8)	
Financial Authority	Nil	
Warrants	Yes	
Functional Relationships	<i>Internal</i> Regulatory Manager, Building Unit Manager, Building Inspections Team, regulatory staff and other Council staff	<i>External</i> General Public, Local and Central Government agencies, Relevant LBPs , Professional bodies (IANZ, BRANZ, Master Builders etc), Tradespersons, Contractors, consultants, Engineers, Architects, professional advisors, Property Developers etc

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will **be the best we can**.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Team Leader Building Inspections** role provides technical focus and leadership oversight to ensure effective delivery of Council's obligations for building inspections.

This operational role is responsible for the work programme for building inspections and for building control activities and processes, ensuring appropriate inspections are undertaken efficiently and within timeframes contributing to the delivery of safe and sustainable buildings in our community.

Your responsibilities

Accountable for	Successful when
Operational Leadership - Inspections	<p>Delegation and rotation of operational tasks across the Inspection Team is managed effectively. Allocation of work is based on skills, experience and learning and development needs.</p> <p>Key building inspections, audits, objectives, and deliverables for the Building Inspection Team are achieved to agreed standards.</p> <p>A consistent approach is in place for the quality and timeliness of building inspections, to CCC and beyond.</p> <p>Staffing levels and skills against workloads are monitored and reviewed, with changes made where appropriate to meet statutory timeframes.</p> <p>Staff are enabled and can take responsibility for resolving issues at the first point of contact.</p> <p>Robust quality control and assurance procedures are in place for all inspection tasks and staff are compliant with all BCA procedures.</p> <p>All documented procedures and processes for the Building Consent Authority (BCA) and Territorial Authority (TA) are followed and are adhered to as included in the Operations and Quality Manual.</p> <p>Contribution to the maintenance of quality processes and standards is undertaken for audits and peer reviews as required by the BCA/Quality Assurance system or as directed.</p> <p>All aspects relating to earthquake prone buildings are managed appropriately.</p> <p>The Building Unit Manager is supported with identifying operation issues and implementing changes for continuous improvement to operational efficiency or address Council's liability.</p>
Technical Expertise and Advice	<p>All Inspection work complies with regulatory and safety legislation and are undertaken with limited objections or determination challenges.</p> <p>Staff are provided with technical advice and guidance and have their work regularly reviewed through technical and process audits to monitor quality and timeliness.</p> <p>Effective support is provided so the team have appropriate knowledge of relevant regulations and legislation when giving advice, opinions and making recommendations and decisions on building.</p> <p>Documentation is reviewed, as required, and decisions for approval or refusal are made as appropriate.</p> <p>Case management of inspections is monitored, including liaising with building specialists, key project personnel and/or other professionals,</p>

	<p>property owners and agents regarding the provision of technical advice, progress, and remedial action if required.</p> <p>Key projects in the Building Unit work plan are managed.</p> <p>Input as subject matter expert is provided to team and wider sector staff members for support and into projects and initiatives across TCDC and deliverables are implemented according to best practice.</p> <p>Competency assessment cycle for annual and progressive assessments are in place and ensure successful and timely delivery.</p> <p>Support and information are provided to enable continuous improvement, including increasing efficiency, minimising liability and improving process turnaround time.</p>
<p>Leadership</p>	<p>A positive and engaging leadership style is demonstrated that harnesses the energy, commitment and creativity of staff.</p> <p>Expected standards and behaviours are demonstrated through the Team Leader's management style.</p> <p>Direct reports are competent and effectively deliver to achieve identified outcomes with high quality performance across the team.</p> <p>Team environment promotes and enables an effective, high performing, engaged and connected team</p> <p>Responsibilities of a good employer is always demonstrated.</p> <p>A safety awareness culture is led by example.</p> <p>A customer focused approach in all activities and communications is promoted and modelled.</p> <p>Business improvements are identified, developed and implemented for service delivery to enhance service and staff development and a customer and business friendly culture.</p> <p>Mentoring and coaching opportunities are identified and pursued for team staff.</p>
<p>Information and Data Management</p>	<p>Staff use the appropriate corporate systems for recording and managing full and accurate records of projects' progress, decisions, and outcomes.</p> <p>Access to, use of and sharing of information and data is managed in line with legal and business requirements.</p> <p>Reports are provided as required on various aspects of inspecting functions.</p>

Financial Management	<p>Team budgets and financial information are clearly understood, documented and monitored to meet agreed requirements.</p> <p>Working with the Building Unit Manager, expenditure is managed to ensure services are delivered within budget.</p> <p>Purchase Orders, Monthly Accruals and Invoices are processed in accordance with Council guidelines.</p>
Relationship Management	<p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and / or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p>
Organisational Support	<p>Team Meetings are instigated and regularly attended ensuring knowledge and skills are shared, and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties are completed, as requested by the manager, to support the business unit.</p>
Personal Health & Safety	<p>All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p>
Te Tiriti o Waitangi	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful **Team Leader Building Inspections** will need the following to succeed:

Education / Training	A Diploma (Level 5 or 6) in Building Control Surveying and/or an appropriate NZ qualification or a recognised international equivalent qualification relating to Building Control.
Experience, knowledge, skills and attributes	<p>At least five years practical industry experience in building construction or relevant senior technical experience.</p> <p>Demonstrated leadership and people coaching experience is preferable.</p> <p>Experience and familiarity with current NZ Building Code legislation and NZ Building Code</p> <p>An understanding of the local government context and environment, and sufficient general business knowledge relating to the role.</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes.</p> <p>Ability to drive and influence decisions confidently with highly developed interpersonal and communication skills.</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes</p>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date