

Position Description

We are one exceptional team, providing outstanding customer service to our community, Grey District



Position Title

Building Control - Technical Lead

Contract Type

Permanent Full Time

Position Evaluation

Grade 18

Date

07/05/2025

How we make a difference (Our Values)



Be the Customer



Think excellence



Do the right thing

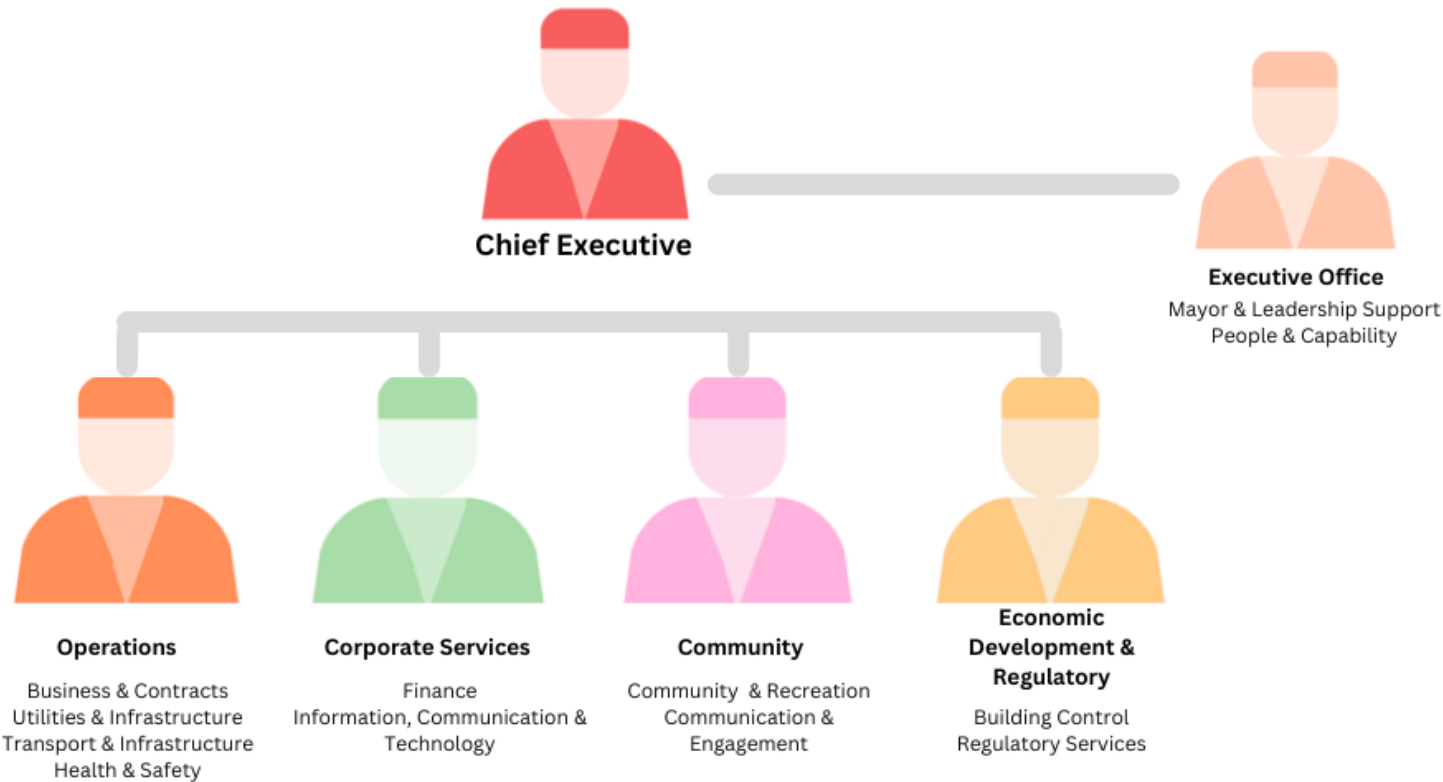


Be Integrity



Lead, together

Grey District Council Services





Purpose of Position

The main purpose of this role is to offer technical leadership and mentoring within the building control team, while also collaborating as part of the team to deliver high-quality advice and information to our clients. Key responsibilities include ensuring that Grey District Council fulfills its responsibilities under the Building Act, Building Regulations, Building Code, and related statutes. This involves ensuring that all construction work within the district meets safety, sanitation, and suitability standards, and that public buildings are accessible with proper entry and exit provisions. The role also entails providing landowners, property owners, tradespeople, and the public with expert advice on building regulations. Additionally, you will contribute to Grey District Council's accreditation and function as a building consent authority, as well as support the broader activities of the department.

This position requires a solutions-focused mindset and an enabling approach, where compliance is achieved not by creating barriers, but by working collaboratively to find practical pathways within the framework of the legislation. The successful candidate will understand the importance of upholding regulatory standards while also fostering positive, outcome-oriented relationships with clients and stakeholders. This role is about guiding others through the process with clarity and professionalism—ensuring public safety and legislative compliance without unnecessary complexity.

Key Relationships

Responsible to

Building Control Manager (Economic Development and Regulatory Group)

Responsible for

N/A

Internal

- Chief Executive
- Executive Leadership Team Members
- Building Control Team
- All Staff

External

- Consultant planners and specialists
- Architects, surveyors, property developers
- Tradespersons
- Ratepayers and residents of Grey District
- Other agencies and stakeholder groups, (eg West Coast Regional Council, Ministry for the Environment, Iwi, Department of Conservation)
- Council's legal advisors
- Other Territorial Authorities

Limitations on Authority

This position has no staff or financial responsibilities. However, the Council may from time-to-time delegate to the officer specified powers and duties which must be exercised with due care and diligence.

Performance Measures



Key Result Areas

KPI (area of responsibility)	Measure (successful when)
Customer Service	
<ul style="list-style-type: none"> - Providing excellent technical customer service advice to all clients. - Provide advice and answer questions to members of the public and building tradespersons about building matters and legal requirements. - Assist in the development of public education material. 	<ul style="list-style-type: none"> - Enquirers receive high quality advice, delivered in a friendly, timely and courteous manner. - Collegial working relationships with local trades people are developed and maintained. - People within the District understand the requirements for building consents and the reasons behind them.
Land Information Memoranda	
<ul style="list-style-type: none"> - Participate in the assessment of requests for LIMs by: Researching the property file. - Identifying outstanding issues or risks and, if necessary, undertaking an on-site inspection to confirm situation. - Recording issues, risks and/or hazards on the appropriate sections of the documentation. 	<ul style="list-style-type: none"> - LIMs are processed in an accurate and timely manner. - Any issues with the property which are known (eg unconsented building work, outstanding CCCs) are noted on the LIM.
Building Consents/Project Information Memoranda / Certificates of Acceptance	
<ul style="list-style-type: none"> - Review incoming applications for building consents, PIMs and/or Certificates of Acceptance for: - Completeness of information - Compliance with the Building Act and Code - Adequacy of alternative solutions and/or producers 'statements where used - Issue Building Consents, PIM's and Certificates of acceptance. - Provide technical leadership and support to staff when working on complex projects. - Consult with Planning Team to ascertain whether the proposed project requires resource consent and processing files for the issuing of the PIM. - Prepare compliance schedules in accordance with Building Act and the Quality Assurance Manual requirements. - Process application for and issue Code Compliance Certificates - Consult with Assets Management Team on assets or infrastructure implications of project/consent. - Ensure that any variation to or deviation from the approved plans and/or specifications in an issued consent results in a new application for a required change. - In association with other Council staff as required, assisting in the investigation of complaints of dangerous or insanitary buildings to ascertain the nature of the problem and what must be done to rectify it. - Where required assisting in the undertaking of enforcement action as required (may include owner advice, notice to fix, abatement notice, infringement notice, demolition order or enforcement order). - Undertake inspections as required to ensure that any building work is undertaking appropriately. 	<ul style="list-style-type: none"> - Additional information required is obtained to inform decisions. - Input of other areas of Council (eg Planning, Assets) is obtained as required. - Expert opinion is obtained from consultants as necessary to ensure that the building meets the Code. - Consents/PIMs and COAs are processed efficiently and meet both legislative and statutory deadlines. - Variations and/or deviations from approved plans are recorded appropriately. - Appropriate evidence is collected, analysed and recorded to support enforcement or legal action. - Full details of investigations are recorded in detail on property file. - Appropriate enforcement action taken in a timely manner. - Public are protected from dangerous or unsanitary buildings.



Key Result Areas continued

KPI (area of responsibility)

Measure (successful when)

Resource Consents	
<ul style="list-style-type: none"> - Provide the Planning Team with expert advice and input into resource consents involving building matters which may affect the consent application. 	<ul style="list-style-type: none"> - Planning Team can make quality decisions in a timely manner.
Policy and Process Development	
<ul style="list-style-type: none"> - Participate in the continuous improvement of departmental systems and processes. - Participate in the development of processes and documentation to support Grey District's application for building consent authority status. - Liaise with colleagues from agencies and other TAs about key local developments and incidents. 	<ul style="list-style-type: none"> - GDC systems processes are regularly updated to meet new and changing requirements – from customers, staff, legislation etc. - GDC remains accredited as a BCA. - There is a sharing of information and experience within the industry from which everyone can learn.
Team & Personal Development/Mentoring	
<ul style="list-style-type: none"> - Coaching training and mentoring team members to strengthen competency and capability. - Provide Technical Leadership and Building Act/Regulation interpretation to Building Team Staff. - Provide expert technical advice and guidance on building code compliance, construction standards, and best practices to Building Team Staff. - Ensure all staff comply with QAM procedures. - Complete annual technical audits as requested in accordance with quality management guidelines and within agreed timeframes for staff and contractors. - Act as the technical expert and mentor on relevant building assurance issues. - Provide colleagues with support and assistance as needed. This may require assisting with the administration or enforcement of other legislation and/or bylaws which lie within the responsibilities of the Building Control Department. - Actively seek out opportunities to update and extend knowledge and skills. - Contribute with the induction and orientation of new staff. Providing supervision on inspections and work outside of the Building Control Officer (BCO) competencies to allow BCO's to develop and improve their ability, knowledge, and competency. - Review work processed and provide feedback to BCO on elements of improvement. 	<ul style="list-style-type: none"> - Training needs and training schedules are created and managed effectively and within team training budgets - Staff are enabled, understand and contribute to achieving organisational goals. - Creative solutions for team development issues. - Staff are guided and supported when working through complex and technical issues. - The department meets its statutory processing obligations. - Knowledge of legislation, technology and products used in the building industry is kept up to date. - Suitable training courses are identified to the Manager and included in annual performance objectives. - Existing staff expand skill sets by learning from each other. - New staff are welcomed into the team and become productive quickly. - Highly skilled and appropriately qualified BCO's, competent to carryout role. - Monthly supervision provided for each BCO. Highly skilled and appropriately qualified BCO's, competent to carryout role.



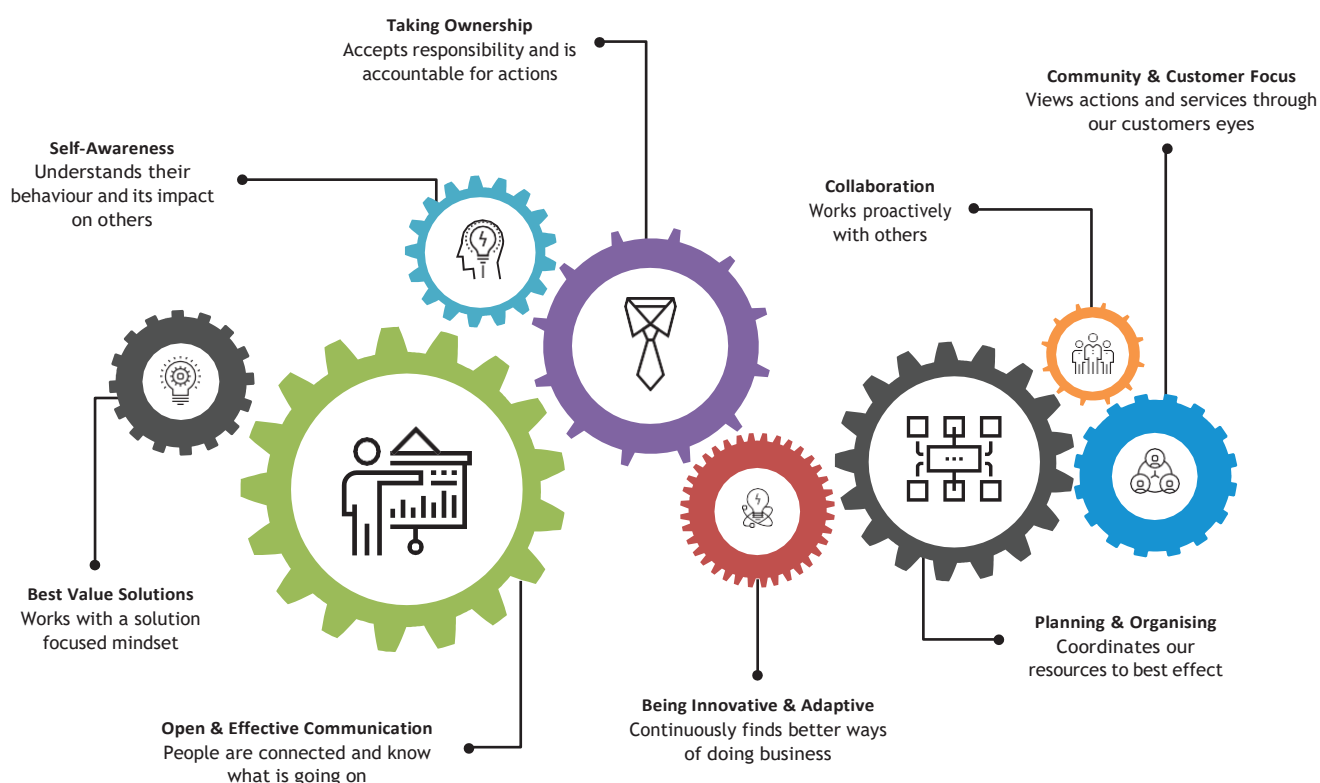
Education / Qualifications

- NZ Diploma in a relevant field - Building Control Surveying, Architecture, Construction Management, or other Regulation 18 qualification, OR, working towards
- Hold a competency in residential and commercial (R1-R3 and C1-C2) inspections, processing, and technical leadership.
- Minimum 5 years' experience desirable in a similar position
- It would be advantageous to also hold a Trade Certificate in Building/Plumbing/ Drainlaying/ Gasfitting.

Position Competencies

- Excellent written and oral communication skills
- Highest level of integrity and professionalism including the ability to act impartially and retain confidences Have an excellent understanding of the Construction Industry and Building Legislation
- Experience in successfully working on commercial projects, Compliance Schedules and Specified systems as a BCO.
- Greater than five years experience in building control
- Good communication skills – written & oral – prepare reports and correspondence, negotiate with builders/owners etc Ability to work on own without or with minimum supervision
- Medium computer competency skills.
- Full driver's licence.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

Position Description Approval

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be amended by the employer following reasonable notice of two weeks to me.

Position Description Approved by
(Group Manager / Manager)

Date

Position Description Accepted by
(Position Holder)

Date

