# Team Leader Building Processing

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| **Location** | Thames | |
| **Reports to** | Building Unit Manager | |
| **Group** | Regulatory & Planning Group | |
| **Direct Reports** | BCO Processors and Cadets (9) | |
| **Financial Authority** | Nil | |
| **Warrants** | Yes | |
| **Functional Relationships** | *Internal*<br>Regulatory Manager, Building Unit Manager, Building Processing Team, regulatory staff and other Council staff | *External*<br>Applicants, accreditation providers, professional bodies for building e.g. BRANZ, BOINZ, IANZ, property developers, Engineers, members of the public |

## 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 Processing** role leads the processing and monitoring functions relating to applications made under the Building Act 2004, including the development and implementation of building control policies and procedures.

Support the Building Unit Manager to develop a team environment through coaching, mentoring and providing leadership by reinforcing values, vision and direction

## Your responsibilities

| Accountable for | Successful when |
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| **Operational Leadership – Processing** | Provide effective leadership to the Building Processing Officers and effectively supervise and co-ordinate the daily operation of the Building Processing Team.<br><br>Delegation and rotation of operational tasks across the Building Processing Team is managed effectively. Allocation of work is based on skills, experience and learning and development needs.<br><br>A consistent approach is in place for the quality and timeliness of building application processing.<br><br>Staffing levels and skills against workloads are monitored and reviewed, with changes made where appropriate to meet statutory timeframes.<br><br>Building consent applications are reviewed and efficiently processed within statutory timeframes.<br><br>Provide consent applicants with accurate and consistent advice to enable them to fulfil the statutory requirements associated with the Building Act.<br><br>Staff are enabled and can take responsibility for resolving issues at the first point of contact.<br><br>Robust quality control and assurance procedures are in place for all plan processing tasks and staff are compliant with all BCA procedures.<br><br>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.<br><br>Contribution to the maintenance of robust and accurate systems and 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.<br><br>The Building Unit Manager is supported with identifying operation issues and implementing changes for continuous improvement to operational efficiency or address Council's liability.<br><br>Processing contractors and peer review professionals are managed appropriately and professionally and their contract documents are reviewed and compiled as necessary. |

## Your responsibilities

| Accountable for | Successful when |
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| **Technical Expertise and Advice** | All processing work complies with regulatory and safety legislation and are undertaken with limited objections or determination challenges.<br><br>Staff are provided with technical advice and guidance and have their work regularly reviewed through technical and process audits to monitor quality and timeliness.<br><br>Effective support is provided so the team have appropriate knowledge of relevant regulations and legislation when giving advice, opinions and making recommendations and decisions.<br><br>Documentation is reviewed, as required, and decisions for approval or refusal are made as appropriate.<br><br>Key projects in the Building Unit work plan are managed.<br><br>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.<br><br>Provide quality coaching and mentoring to the processing team in order to develop competencies meeting the requirements of Regulations 2006 sections 10 and 11.<br><br>Ensure Processors competencies are current or working under appropriate supervision and ensure the successful and timely delivery of assessments.<br><br>Support and information are provided to enable continuous improvement, including increasing efficiency, minimising liability and improving process turnaround time. |
| **Leadership** | Direct reports are competent and effectively deliver to achieve identified outcomes with high quality performance across the team.<br><br>Team environment promotes and enables an effective, high performing, engaged and connected team<br><br>Responsibilities of a good employer is always demonstrated.<br><br>A safety awareness culture is led by example.<br><br>A customer focused approach in all activities and communications is promoted and modelled.<br><br>Business improvements are identified, developed and implemented for service delivery to enhance service and staff development and a customer and business friendly culture.<br><br>Report as required on various aspects of consent processing functions. |

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| | Provide support and information to enable the continued improvement of the building consent processing system, including increasing efficiency, minimising liability and improving process turnaround time. |
| **Relationship Management** | A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.<br><br>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.<br><br>Sound professional relationships are established and fostered.<br><br>Provide and receive regular and efficient feedback within the Building Unit and other Council departments.<br><br>Maintain a robust recording and liaison system to ensure all matters that require discussion, clarification or modification are effectively dealt with. Reply to correspondence with applicants and others as required.<br><br>Participate in the delivery of stakeholder engagement initiatives.<br><br>Participate and be an effective member of the BCA Lead Team bringing solutions to the table. |
| **Organisational Support** | Knowledge and skills are shared and other staff are supported.<br><br>Procedures, information systems and policies are documented and complied with.<br><br>Appropriate and agreed continuous professional development is undertaken.<br><br>Civil Defence and Emergency Management training and activities are participated in.<br><br>Other duties may be requested by the manager to support the business unit. |
| **Health, Safety & Wellbeing** | 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.<br><br>All reasonable workplace health and safety policy and procedures are followed.<br><br>Any reasonable instructions given are complied with.<br><br>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy. |

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| **Te Tiriti o Waitangi** | Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori. |

## About you

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

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

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| **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** | **At least five years practical industry experience in building construction or relevant senior technical experience.**<br><br>**Assessed as being able to process Category 1,2 & 3 residential and commercial.**<br><br>Demonstrated leadership and people coaching experience with a commitment to teamwork.<br><br>Experience and familiarity with current NZ Building Code legislation and NZ Building Code<br><br>An understanding of the local government context and environment, and sufficient general business knowledge relating to the role.<br><br>Demonstrated experience of embedding a continuous improvement culture in business processes. |
| **Knowledge, skills and attributes** | Ability to drive and influence decisions confidently with highly developed interpersonal and communication skills<br><br>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities<br><br>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes<br><br>Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability<br><br>Excellent organisational skills and the ability to work under tight time frames. |

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 Date

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Employer Date