



Team Leader Building Compliance

Location	Thames	
Reports to	Building Unit Manager	
Group	Regulatory Services	
Direct Reports	Compliance Officers (2)	
Financial Authority	\$10,000	
Warrants	Yes	
Functional Relationships	<i>Internal</i> Building Unit Manager, Regulatory Manager, Building Compliance team, regulatory staff and other Council staff as needed.	<i>External</i> Builders, plumbers and other relevant LBPs, IQPs, trades people, property developers, pool owners building owners/occupants, Contractors, consultants, Engineers, Architects, 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 Compliance** provides operational leadership and oversight to ensure effective delivery of Council’s obligations for building compliance, along with undertaking operational duties.

This role is responsible for the work programme for monitoring, compliance and enforcement for building related activities and ensuring inspections are undertaken for compliance, including for swimming pool fencing and building warrant of fitness audits (BWOFF).

Your responsibilities

Accountable for	Successful when
<p>Management of Council's building compliance obligations</p>	<p>Investigations of building work is undertaken, and oversight is provided to ensure compliance with the Building Code and the Building Act.</p> <p>Non-compliance under the Building Act within BCA/TA procedures and legislative requirements and timeframes is addressed as required; prepare, issue and maintain notices.</p> <p>Buildings requiring a warrant of fitness are inspected in accordance with departmental programmes with records maintained and any follow up compliance completed.</p> <p>Relevant Compliance Schedules are compiled and issued.</p> <p>A programme of property inspections is in place for compliance with swimming pool barriers in accordance with departmental programmes, with follow up compliance completed.</p> <p>Ensure robust quality control and assurance procedures, policies and systems are developed, implemented, and maintained for MBIE technical reviews. Building compliance and enforcement processes for the team are undertaken along with technical and quality peer review/audit inspections as required.</p> <p>The Building Unit Manager and the team are fully informed of activities undertaken regarding non-complying work.</p> <p>Evidence, notices and information required for enforcement action in respect of non-compliance with the Building Act, Building Code, Local Government Act and Council Bylaws is prepared following best practice.</p> <p>Quality evidence and information is provided to Council's Legal Team and/or insurer to assist any claims or cases against Council.</p> <p>Preparation for prosecutions and giving of evidence is undertaken and follows Council processes and best practice.</p> <p>Relevant documentation under the Building Act 2004 including Code Compliance Certificates; Certificates of; Certificates of Public Use; Compliance Schedules for Specified Systems etc. are issued.</p> <p>Reviews, assessments and determinations follow best practice for building compliance on: building inspections (including old consents); determination applications; confirmation of code compliance certificates over two years from completion date; and Certificate of acceptance.</p> <p>Service Request resolution is monitored and managed with limited escalations.</p>

<p>Long Term and Annual Plans</p>	<p>Council's LTP measures for building compliance are met.</p> <p>Input to future plans and strategies for building compliance is advisory and effective.</p>
<p>Leadership</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>Relationship Management</p>	<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>
<p>Organisational Support</p>	<p>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 may be 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 Compliance* will need the following to succeed:

Education / Training	<p>An appropriate qualification relating to Building Control is desirable; hold a trade/advanced trade certificate qualification relevant to the building industry or regulatory compliance and investigations (level 5) or equivalent.</p>
Experience, knowledge, skills and attributes	<p>Proven leadership, staff management and mentoring skills and a commitment to teamwork.</p> <p>Experience and familiarity with current NZ Building Code legislation and NZ Building Code and interpreting and application of legislation, legal opinions and case law.</p> <p>A minimum of 5 years' experience in regulatory enforcement with a working knowledge of relevant statutes, regulations, and standards.</p> <p>An understanding of the local government context and environment, and sufficient general business knowledge relating to the role.</p> <p>Ability to drive and influence decisions confidently with highly developed interpersonal and communication skills in particular an ability to effectively and concisely present information to key stakeholders.</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes</p> <p>Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and producing written reports of a high standard and takes accountability for decisions.</p>

Ability to remain calm, constructive, and understanding when handling difficult customers, complaints, and stressful situations so as to generate a positive image for council.

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