

Quality Assurance Advisor - Building

Location	Thames	
Reports to	Building Unit Manager	
Group	Regulatory Services	
Direct Reports	Nil	
Financial Authority	Nil	
Functional Relationships	<i>Internal</i> Building Unit Manager and team members, Regulatory Group Manager, Regulatory staff.	<i>External</i> Local and Central Government agencies, Relevant LBPs , professional bodies (IANZ, BRANZ, BOINZ, WBCG, Master Builders etc), contractors, consultants, Engineers, Architects, professional advisors, Online Consenting Provider 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 being **up Front**, **Accountable** and **Better together**.

How you fit

The **Quality Assurance Advisor - Building** leads quality assurance processes for the Building Unit by developing, maintaining and managing the quality assurance system.

The role maintains Councils accreditation as a BCA and ensures Council is meeting statutory compliance.

Your responsibilities

Accountable for	Successful when
Quality	Quality customer centric processes and practices that are seamless across the organisation are developed and maintained. Processes meet legislative requirements. A lead is taken for the Building Unit's quality system and accreditation is maintained. Reviews and audits are in place (building control functions and quality systems) to ensure compliance with the BCA's QMS and the Building (Accreditation of Building Consent Authorities) Regulations 2006. Significant risk areas in audits are identified and are addressed in a timely manner. Advice is provided for innovative process improvements in line with the BCA's Quality Assurance system. A lead is taken for continuous improvement process and culture. The BCA's Quality Assurance System is accessible to all users and is user friendly. Staff receive effective induction and training in BCA processes in line with the BCA's Quality Assurance System, and advice is provided for ongoing training needs.
Reporting & Information Systems	The Building Unit's Quality Assurance System registers and databases are developed and maintained. Relevant reporting is in place and the Building Unit Manager and BCA Management Team are kept informed on operational issues, changes in legislation and for opportunities for improvement. A lead is taken for the annual review of the Quality Assurance Manual, and of TCDC BCA policies, procedures and systems, ensuring documentation for BCA quality processes, systems and tools etc are kept up to date. Approved procedures, information systems and policies are documented and complied with. Information is complete and corporate records are captured into Council's official document management system.

Relationship Management	A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided. Internal and external relationships are effectively managed and maintained. Managers and staff seek and / or receive advice and guidance in a timely manner with successful outcomes. Sound professional relationships are established and fostered.
Organisational Support	Knowledge and skills are shared and other staff are supported. Procedures, information systems and policies are documented and complied with. Appropriate and agreed continuous professional development is undertaken. Civil Defence and Emergency Management training and activities are participated in. 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. All reasonable workplace health and safety policy and procedures are followed. Any reasonable instructions given are complied with. A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy
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 *Quality Assurance Advisor - Building* will need the following to succeed:

Education / Training	An appropriate qualification or suitable experience in managing Quality Assurance and/or within the industry.
-----------------------------	--

Experience	• Experience in auditing and quality management or quality assurance systems and process mapping. • Experience in the development and practical application of business processes and systems in conjunction with specialist IT teams. • Knowledge of building control processes. • A sound understanding and working knowledge of NZ Building Act 1991 and 2004, NZ Building Code, BCA Regulations and associated legislation is desirable. • An understanding of the local government context and environment, and sufficient general business knowledge relevant to the role. • Strong administration, document control and file management skills including excellent general Microsoft Office and database management skills • Demonstrated experience of embedding a continuous improvement culture in business processes.
Knowledge, skills and attributes	Highly developed interpersonal and communication skills Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve outcomes Decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability. Strong organisational and time management abilities with attention to detail Confidence using technology and systems to support effective planning, reporting, and service delivery

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.

.....

Employee

.....

Date

.....

Employer

.....

Date