Building Control Officer- Processing

Location	Thames	
Reports to	Team Leader – Building Processing	
Group	Regulatory and Planning Group	
Direct Reports	Nil	
Financial Authority	Nil	
Warrants	Yes	
Functional Relationships	*Internal* Team Leader – Building Processing, Building Unit Manager, Regulatory Group Manager, Regulatory staff and TCDC staff as needed.	*External* 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 employer's 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.

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 **Building Control Officer - Processing** role works within the Building Unit to deliver the unit's programme of work, ensuring customer needs and statutory requirements are met.

The role is responsible for processing and certification of building applications made under the Building Act 2004 and ensuring that customer needs and statutory requirements are met in accordance with Council's policies and procedures.

The officer will assist other team members within the Building Unit in aspects of Building Control and compliance matters as required.

Your responsibilities

Accountable for	Successful when
Reviewing and Managing Building Applications	Building consents are received and applications are processed, with all legal requirements met and compliance decisions appropriately made and recorded accurately. Consenting work is completed within the level of technical competency of the officer. Compliance decisions are appropriately made, documentation is collated and recorded accurately. Applications are processed consistently, accurately and undertaken in an efficient and timely way. Technical reviews/audits find no issues. Prompt and clear decisions are undertaken, with initiative and responsibility for actions, projects, people while considering the long-term impacts of decisions. Queries and complaints are responded to and assistance is given to all stakeholders on matters relating to building within the district. 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. 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.
Information Management	Accurate records of communications with customers, including details of any remedial action and relevant inspections, are compiled ensuring the accurate update of Council's database records. All relevant information relating to building applications recorded as per set procedures. Daily recording and maintenance is completed in the organisation's systems and/or document management systems to the required standards. Professional development logs are accurately maintained.
Customer Service	Services are delivered in an effective and customer focussed way and effective working relationships are maintained with key stakeholders. Customers are assisted with consistent and accurate advice, in relation to technical matters on building consent applications and building work within the boundaries of the Building Act 2004 & Building Code. Demonstrates people skills to achieve outcomes. Supports the Team Leader to provide robust communication links with applicants and customers to ensure early identification of issues and progress of applications.

	Escalates issues that arise, or any processing timeliness matters through the Processing Team Leader. Professional communication standards are maintained.
Relationship Management	A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided. 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. 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 person in the *Building Control Officer- Processing* role will need the following to succeed:

Education / Training	Possess (or be working towards) an appropriate NZ technical qualification relating to Building Control; e.g. New Zealand Diploma in Building Surveying or have a recognised international equivalent qualification relevant to the building industry.
Experience	Proven experience, knowledge, and familiarity of legislation relating to the building industry and the ability to interpret the Building Act, NZ Building Code and other relevant legislation. Proven time management skills Previous experience in Consent Processing and established competency assessed pursuant to the Building (Accreditation of Building Consent Authorities) Regulations 2006 is desirable. An understanding of the local government context and environment, and sufficient general business knowledge relating to the role. Demonstrated experience of embedding a continuous improvement culture in business processes.
Knowledge, skills and attributes	Current drivers licence Computer literate with keyboard skills and a good working knowledge of Microsoft Office. A successful Building Consent Processing Officer at TCDC will demonstrate the following competencies: **Organisational awareness**; Recognises and uses formal structure, rules, processes, methods or policies to accomplish work. **Time management;** Handles working on several tasks at once. **Managing relationships;** Responds and relates well to people in all positions, inside and outside the organisation or field of expertise, and builds constructive and effective relationships. **Teamwork;** Takes the initiative to assist fellow team members in making a positive contribution to the team outcomes. **Decision making and problem solving;** Uses a combination of logic, analysis, experience, wisdom and methods to make sound, timely decisions and to solve problems **Systems & Procedures Proficiency;** Assists internal and/or external customers with technical requests in regard to systems and procedures. **Communication**; Is proficient in a variety of written, electronic and verbal communication styles, uses the appropriate style that suits the message and the audience

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
.....	.....
Employer	Date