



Position Description

POSITION TITLE:	Building Services Officer
DEPARTMENT:	Planning and Environmental Services
REPORTS TO:	Manager Development and Regulatory Services
LOCATION:	Administration Centre
SALARY SYSTEM GRADE:	Grade 5 – 8 Superannuation
REMUNERATION PACKAGE:	Access to a vehicle for Private Use in Accordance with Councils Vehicle Policy Access to a range of salary packaging benefits
HOURS OF WORK:	35 hours per week (9 day fortnight)

Our Mission

To meet the challenges of our unique and diverse region

Purpose of Position (purpose / objective of the position)

The Building Services Officer plays a critical role in delivering building services to support economic growth and development in the Kyogle local government area.

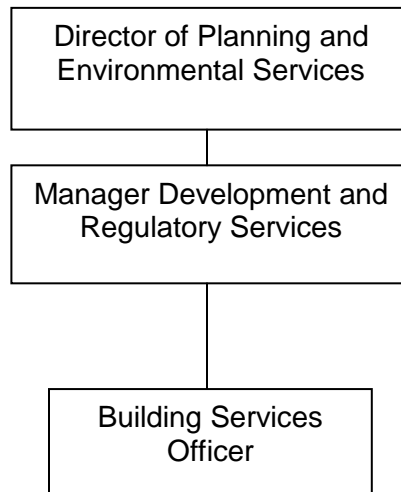
Award Provisions

Award:	Local Government (State) Award 2017
Award Grade:	Band 2 Level 1 – Band 3 Level 2

Organisational Relationships:
(the type of client/customer/community relationships that are critical to the effective functioning of the job)

WITHIN DEPARTMENT:	Director of Planning and Environmental Services Manager Development and Regulatory Services Technical and professional staff
WITHIN COUNCIL	Operational Staff Salary staff Contractors
EXTERNAL TO COUNCIL (e.g. community, business & other government)	Government Departments Builders / Contractors Residents Solicitors Consultants

Organisational Chart: (Direct reporting relationships)



Schedule of Duties

- Assessing development applications in accordance with relevant legislation and building codes
- Monitoring the construction of new buildings to ensure compliance with approved plans and conditions of development consent
- Carrying out critical stage inspections and fulfilling the role of Principal Certifying Authority for Council
- Carrying out inspections including building, fire safety and swimming pool safety inspections and issuing notices under relevant legislation
- Investigating unauthorised building work
- Providing technical advice and preparing correspondence to internal and external stakeholders on development and building compliance matters
- Preparing reports on development, building compliance and other matters where required
- Instituting legal proceedings and representing Council in Court as required
- Assisting in developing and maintaining a team culture that values performance, continuous improvement and adherence to public sector values in the delivery of high quality services
- Application of the principles and practices of Equal Employment Opportunity and Work Health and Safety to the work place and practices.
- Other relevant duties as required.

Capabilities for the Role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

This position is a ‘career-graded’ position which means professionals at various stages of their career may be assessed as suitable for appointment to the position, depending on their qualifications and experience.





Table 1 outlines the full list of capabilities and the levels of competency required to be appointed at each Grade under this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Table 1 also outlines the qualifications and experience required to be appointed at each Grade under this position. The core technical requirements for this role include:

- Accreditation, or eligibility for accreditation, as a building certifier in categories A2, A3, A4, B1 or E1 by the Building Professionals Board of NSW, and
- A Class C Drivers Licence.

Note: Table 1 (see page 3) outlines the full list of capabilities and the levels of competency required to be appointed at each Grade under this position.

Table 1: Role requirements by Grade

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Technical Requirements		Grade 5	Grade 6	Grade 7	Grade 8
Accreditation, or eligibility for accreditation by the Building Professionals Board of NSW		Category E1 or B1	Category A4	Category A3	Category A2
Drivers Licence		Class C	Class C	Class C	Class C
Role Capabilities					
 Personal attributes	Manage Self	Adept	Adept	Advanced	Advanced
	Display Resilience and Courage	Intermediate	Intermediate	Adept	Advanced
	Act with Integrity	Intermediate	Intermediate	Adept	Adept
	Demonstrate Accountability	Intermediate	Intermediate	Adept	Adept
 Relationships	Communicate and Engage	Intermediate	Intermediate	Adept	Adept
	Community and Customer Focus	Intermediate	Intermediate	Adept	Adept
	Work Collaboratively	Intermediate	Intermediate	Adept	Adept
	Influence and Negotiate	Intermediate	Intermediate	Adept	Adept
 Results	Plan and Prioritise	Intermediate	Intermediate	Adept	Adept
	Think and Solve Problems	Intermediate	Intermediate	Adept	Adept
	Create and Innovate	Foundational	Foundational	Intermediate	Intermediate
	Deliver Results	Intermediate	Intermediate	Adept	Adept
 Resources	Finance	Foundational	Intermediate	Adept	Adept
	Assets and Tools	Foundational	Intermediate	Adept	Adept
	Technology and Information	Intermediate	Intermediate	Intermediate	Adept
	Procurement and Contracts	Intermediate	Intermediate	Adept	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment. The focus capabilities for this position are outlined in Table 2.

Table 2: Focus Capabilities			
Group and Capability	Grade	Level	Behavioural Indicators
Personal Attributes Manages Self <i>Shows drive and motivation, an awareness of strengths and weaknesses and a commitment to learning.</i>	5 – 6	Adept	<ul style="list-style-type: none"> Initiates action on team/unit projects, issues and opportunities Accepts and tackles demanding goals with drive and commitment Seeks opportunities to apply and develop strengths and skills Examines and reflects on own performance Seeks and responds well to feedback and guidance
	7 – 8	Advanced	<ul style="list-style-type: none"> Demonstrates motivation to serve the community and organisation Initiates team activity on organisation/unit projects, issues and opportunities Seeks and accepts challenging assignments and other development opportunities Seeks feedback broadly and asks others for help with own development areas
Personal Attributes Act with Integrity <i>Is honest, ethical and professional and prepared to speak up for what is right.</i>	5 – 6	Intermediate	<ul style="list-style-type: none"> Maintains confidentiality of customer and organisational information Is open, honest and consistent in words and behaviour Takes steps to clarify ethical issues and seeks advice when unsure what to do Helps others understand their obligations to follow the code of conduct, legislation and policies Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest

Table 2: Focus Capabilities

Group and Capability	Grade	Level	Behavioural Indicators
	7 – 8	Adept	<ul style="list-style-type: none"> • Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate behaviour • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships Communicate and Engage <i>Communicates clearly and respectfully, listens and encourages input from others.</i>	5 – 6	Intermediate	<ul style="list-style-type: none"> • Focuses on key points and communicates in plain English • Clearly explains and presents ideas and technical information • Monitors own and others non-verbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style to diverse audiences
	7 – 8	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats

Table 2: Focus Capabilities

Group and Capability	Grade	Level	Behavioural Indicators
Relationships Work Collaboratively <i>Is a respectful, inclusive and reliable team member, collaborates with others and values diversity.</i>	5 – 6	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
	7 – 8	Advanced	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other team/units on complex or technical matters
Relationships Influence and Negotiate <i>Persuades and gains commitment from others and resolves issues and conflicts.</i>	5 – 6	Intermediate	<ul style="list-style-type: none"> • Builds a network of work contacts across the organisation • Approaches negotiations in the spirit of cooperation • Puts forward a valid argument using facts, knowledge and experience • Asks questions to understand others' interests, needs and concerns • Works with others to generate options that address the main needs and concerns of all parties

Table 2: Focus Capabilities

Group and Capability	Grade	Level	Behavioural Indicators
	7 – 8	Adept	<ul style="list-style-type: none"> • Builds a network or work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results Plan and Prioritise <i>Plan and organise work in line with organisational goals and adjusts to changing priorities</i>	5 – 6	Intermediate	<ul style="list-style-type: none"> • Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules
	7 – 8	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments and evaluates outcomes to inform future planning

Role Specific Skills

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 3 below, in addition to meeting the technical requirements relevant to each Grade, and demonstrating competency in the core capabilities described under the Local Government Capability Framework relevant to each Level.

Table 3	
Level	Skill required
1 (Grade 5, Step 1)	<ul style="list-style-type: none"> • Able to effectively exercise the authorities conferred for a Category E1 Swimming Pool Certification and/or Category B1 Subdivision Certification under the Professional Building Board Accreditation Scheme • Able to demonstrate the core and speciality skills and knowledge outlined for a Category E1 Swimming Pool Certification and/or Category B1 Subdivision Certification under the Professional Building Board Accreditation Scheme • Sound understanding of building and planning legislation including the Building Code of Australia and development assessment process and able to accurately interpret and apply building and planning legislation • Able to assess basic development applications and appropriately apply a range of conditions as necessary • Able to prepare reports and written correspondence in response to simple building matters • Able to research building related issues and make appropriate recommendations for resolution • Able to provide accurate advice to internal and external stakeholders in response to simple building matters • Able to manage enquiries on simple building related matters and prepare appropriate written responses or provide verbal advice to customers • Effectively participates in meetings with internal and external stakeholders • Maintains accurate work records.
2 (Grade 5, Step 2)	<p>In addition to skills under Level 1:</p> <ul style="list-style-type: none"> • Effectively monitors the construction of new development and able to make appropriate recommendations for action in response to non-compliance with conditions of development consent.

Table 3	
Level	Skill required
3 (Grade 6, Step 2)	<p>In addition to skills under Level 2:</p> <ul style="list-style-type: none"> • Able to effectively exercise the authorities conferred for a Category A4 Building Inspector under the Professional Building Board Accreditation Scheme • Able to demonstrate the core and speciality skills and knowledge outlined for a Category A4 Building Inspector under the Professional Building Board Accreditation Scheme • Able to prepare draft certificates for authorisation by a Category A2 or A3 Building Surveyor • Able to investigate unauthorised building work and make appropriate recommendations for action • Good understanding of building and planning legislation including the Building Code of Australia and development assessment process and able to accurately interpret and apply building and planning legislation • Able to assess a range of development applications and appropriately apply a range of conditions as necessary • Able to review building related legislation, regulation, policies and proposals and accurately identify implications for Council • Able to provide accurate advice to internal and external stakeholders on a range of building matters • Able to manage enquiries in relation to a range of building related matters and prepare appropriate written responses or provide verbal advice to customers • Effectively participates in meetings with internal and external stakeholders.
4 (Grade 6, Step 3)	<p>In addition to skills under Level 3:</p> <ul style="list-style-type: none"> • Develops operational work procedures and guidance relating to building matters.
5 (Grade 6, Step 4)	<p>In addition to the skills under Level 4:</p> <ul style="list-style-type: none"> • Effectively monitors the construction of new development and leads appropriate action in response to non-compliance with relevant building legislation and conditions of development consent.

Table 3

Level	Skill required
6 (Grade 7, Step 3)	<p>In addition to skills under Level 5:</p> <ul style="list-style-type: none"> • Able to effectively exercise the authorities conferred for a Category A3 Building Surveyor under the Professional Building Board Accreditation Scheme • Able to demonstrate the core and speciality skills and knowledge outlined for a Category A3 Building Surveyor under the Professional Building Board Accreditation Scheme • Thorough understanding of building and planning legislation including the Building Code of Australia and development assessment process and able to accurately interpret and apply building and planning legislation • Able to assess complex development applications and appropriately apply a range of conditions as necessary • Able to investigate unauthorised building work and lead action to rectify • Able to provide accurate advice to internal and external stakeholders on complex building matters • Able to manage enquiries in relation to complex building related matters and prepare appropriate written responses or provide verbal advice to customers • Effectively participates in meetings with internal and external stakeholders • Participates in legal proceedings in line with delegated authority.
7 (Grade 7, Step 4)	<p>In addition to the skills under Level 6:</p> <ul style="list-style-type: none"> • Reviews internal practices and procedures in relation to building matters and makes recommendations to achieve continuous improvement.
8 (Grade 8, Step 3)	<p>In addition to skills under Level 7:</p> <ul style="list-style-type: none"> • Able to effectively exercise the authorities conferred for a Category A2 Building Surveyor under the Professional Building Board Accreditation Scheme • Able to demonstrate the core and speciality skills and knowledge outlined for a Category A2 Building Certifier under the Professional Building Board Accreditation Scheme • Able to investigate unauthorised building work and lead action to rectify • Thorough understanding of building and planning legislation including the Building Code of Australia and development assessment process and able to accurately interpret and apply building and planning legislation • Able to assess complex development applications and appropriately apply a range of conditions as necessary • Able to manage enquiries in relation to complex building related matters and prepare appropriate written responses or provide verbal advice to customers • Able to provide accurate advice to internal and external stakeholders on building matters • Effectively participates in meetings with internal and external stakeholders • Participates in legal proceedings in line with delegated authority.

Table 3**Level Skill required**

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| 9
(Grade 8, Step 4) | In addition to the skills under Level 8:
<ul style="list-style-type: none"> • Develops Council policy in relation to building issues • Acts as a mentor, role model and sounding board for others. |
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Acceptance of Position Description

I, _____, have read and understood this position description
and agree to the conditions and responsibilities contained in it. I intend to commence duties as on

_____ (date)

Signed: _____

Date: _____