

Information Package

Building Surveyor



APPLICATIONS CLOSE: Friday 3 May 2024

Position Overview

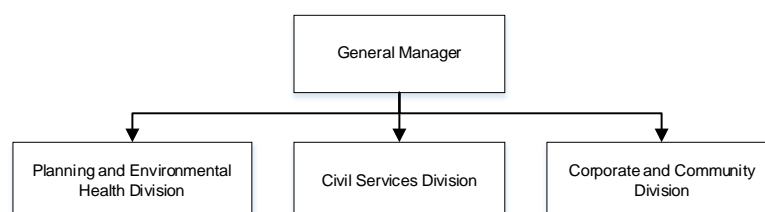
Reporting to the Coordinator Building Services, you will be responsible for providing a high level of support to aid the Section in delivering development and building services. This includes reviewing and responding to building construction matters, carrying out development application assessments and approvals, and conducting inspections of buildings under construction to ensure the development is meeting statutory requirements. A focus of the position will also be to carry out and assist in the administration of Council's inspection and regulatory functions relating to swimming pool barriers to ensure Council meets its legislative and corporate requirements.

You will be required to hold a minimum registration class of Building Surveyor - restricted (class 1 and 10 buildings) and apply your knowledge of relevant legislation and codes, experience in building surveying and high level communication skills to support the Section with achieving the best built environment as well as meeting the health, welfare and wellbeing needs of our community.

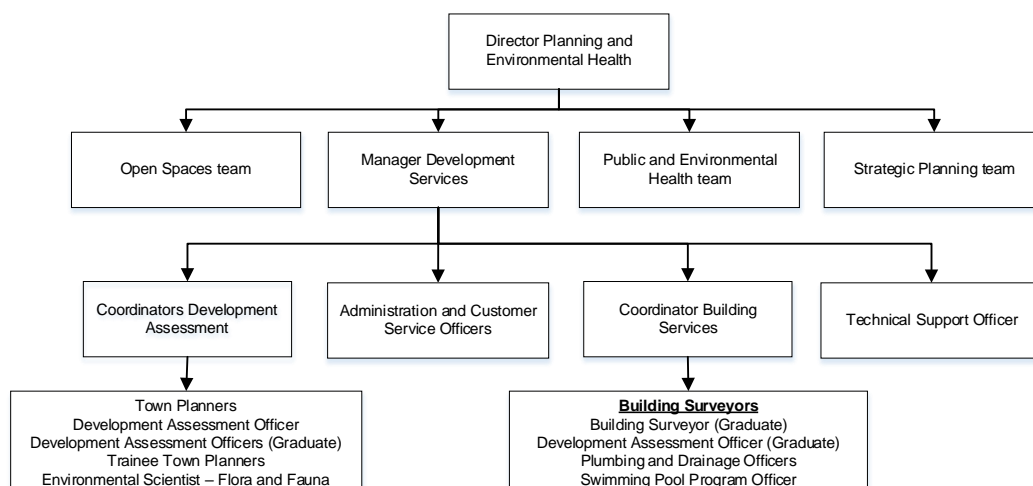
A key aspect of this role will require you to work closely with the Development Services team to ensure the section goals and objectives are achieved.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Building Surveyor, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-employment medical self assessment – the completion of Council's pre-employment medical self assessment form to assess overall health and well-being to determine suitability to the duties of the position. Council will then determine the requirement for a medical assessment undertaken by a general practitioner.
- Qualification verification check.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award. The position of Building Surveyor is assessed at Grade 13 under Council's salary structure, providing an annual salary range of \$79,000 to \$90,700 (plus 11% superannuation), dependent upon experience, skills and qualifications.

In addition, this position currently works under a 19 day four week working arrangement, and has access to a range of other benefits including, educational assistance initiatives, health and wellbeing support (including Fitness Passport member options) and a very attractive training support program.

Application Requirements

Applicants must complete an application online via the following link: <https://ballina.nsw.gov.au/careers--88>, which involves addressing some key selection criteria for the position. Applications that do not address these criteria will not be considered. In addition, a resume will need to be provided with the following details included:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Building Surveyor is as follows:

Closing date:	Friday 3 May 2024
Interview date:	Week commencing 20 May 2024
Candidates notified of outcome:	Week commencing 27 May 2024

For further information on this recruitment process, please contact Council's People and Culture section on 02 6686 1443.

Position Description

Position Summary

Position Title:	Building Surveyor
Position Status:	Permanent, full time
Reports to:	Coordinator Building Services
Location:	Administration Building Cnr Tamar and Cherry Streets, Ballina
Grade:	Grade 13

Position Objective

- To provide technical advice and building services in accordance with relevant legislative requirements and standards.
- To effectively provide building surveying, certification and compliance services to Council to meet statutory and community needs.
- To carry out and assist in the administration of Council's inspection and regulatory functions relating to swimming pool barriers to ensure Council meets its legislative and corporate requirements.
- To work in a complementary manner with the operational framework of the Division and Section.

Organisational Relationships

Within Division:	Director Planning and Environmental Health Manager Development Services Coordinator Building Services Coordinators Development Assessment Building Surveyors Plumbing and Drainage Officers Development Assessment Planners Planning and Environmental Health staff	
Within Council:	General Manager Councillors	All Council employees Executive Team
External to Council:	Members of the public Professional organisations	Local businesses Local community organisations
	Consultants, solicitors and other professionals Commercial/industrial/development representatives	

Our Vision

The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Our Community Values (CARES)

Creative * Accessible * Respect * Energetic * Safe *

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide professional and timely advice to management, staff and the public with respect to position related matters.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning general enquiries.

Application of Technical Skills

- Carry out all functions of a Registered Certifier and Principal Certifier appropriate to the level of accreditation.
- Take a proactive role in the administration of the effective delivery of the Council's Swimming Pool Barrier Inspection Program in accordance with established policy and procedures, including reporting and maintaining of procedures and community engagement in relation to pool ownership responsibilities and safety.
- Undertake swimming pool barrier inspections to inform compliance and if necessary, enforcement action and resolution of matters.
- Undertake the assessment and determination of development applications and modifications to consent as required.
- Utilise technical knowledge, skills and experience to undertake a range of building related inspections in accordance with the Council's regulatory functions and policies.
- Mentor less experienced staff to assist in the progression of their skills.
- Respond to and resolve complaint investigations and non-compliance issues in relation to building and construction related matters.
- Maintain a wide and practical understanding of Building Code of Australia and related legislation and distribute information to other staff.

Written Communication

- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Retain contemporaneous notes and make such other records as are necessary in relation to matters that could potentially go to a Court for determination.
- Undertake the preparation of clear and concise reports to Council and relevant governing bodies on issues as they relate to this position.
- Prepare material for use by the public that clearly and succinctly explains Council policies.
- Contribute to the development of Council policies that reflect the culture, values and objectives of the organisation.

Financial Management

- Ensure works are undertaken in compliance with designated resource allocation.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.

Teamwork

- Participate as a positive team member and contribute to the achievement of organisation goals and objectives.

Continual Improvement

- Identify and contribute to process, systems and procedure improvements that deliver quality services and projects.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and people and culture policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan.

Selection Criteria

Following are the essential and desirable criteria for the position.

Essential

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Tertiary qualifications in building surveying.
- Minimum NSW Fair Trading Accreditation as a Building surveyor—restricted (class 1 and 10 buildings) (formerly A3).
- Demonstrated experience in carrying out the following certification work on class 1-10 buildings:
 - a) acting as a Principal Certifier;
 - b) issue Complying Development Certificates, Construction Certificates, and Occupation Certificates under the Environmental Planning and Assessment Act 1979;
 - c) carrying out critical stage inspections.
- Demonstrated experience in the assessment and determination of development applications.
- Demonstrated experience in carrying out swimming pool barrier compliance under the NSW Swimming Pools Act and applicable Australian Standards, or as an authorised officer of Council.
- Demonstrated effective communications skills, including conflict resolution and the ability to provide technical reports.
- Demonstrated ability to work autonomously with minimal supervision, whilst also demonstrating a high level of collaboration across the team and with key stakeholders.
- Demonstrated experience and competence in the use and application of the Microsoft Office suite, building surveying related software and other corporate software.
- Current class C driver licence.
- Knowledge and understanding of the principles and practices of EEO and WHS, and an ability to apply them to the work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Demonstrated knowledge and understanding of the Local Government Act, Environmental Planning and Assessment Act covered by Essential Accreditation.
- Previous Local Government experience.
- Commitment to continuing professional development.