

POSITION DESCRIPTION

| POSITION DETAILS | | | |
|-------------------------------|----------------------------------|---------------------------------|---------------------|
| Position Title: | Building Certification Assistant | | |
| Position Number: | 394 | Standard Position Hours: | 35 Hours |
| Directorate: | Planning and Environment | Unit: | Health and Building |
| Salary Grade: | 5 | Award Band and Level: | Band 2 Level 2 |
| Position Reports to: | Building Services Team Leader | | |
| Staff Management: | Nil | | |
| Budget Responsibility: | Nil | | |
| Date Created: | 2012 | Date Last Reviewed: | February 2019 |
| Version: | 3 | Document Number: | DOC2019/055011 |

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 380 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Planning and Environment Directorate is responsible for providing quality services associated with development assessments, building certification, building regulation, strategic land use planning and studies, integrated planning, ranger services, health and environment, regulatory services, strategic property and natural environment planning.

The Health and Building Unit is primarily responsible for building regulation/certification, environmental services, ranger services and legislative enforcement to safeguard the health, safety and amenity of the community through an educative and regulatory process.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to provide professional services to the Building Services Team to ensure the delivery of the objectives of Council's Community Strategic Plan and Council's Delivery Program relevant to the Building Services Team.

To provide support to the Building Services Team Leader, Health and Building Manager, Director of Planning and Environment and Council.

KEY ACCOUNTABILITIES

1. Provides a competitive building certification service for customers, including undertaking a client management/liaison role in relation to all competitive services and actively pursuing and marketing contestable services in accordance with Councils Building Certification Marketing Strategy.
2. Provide technical advice and support to Council's clients on lodgement of applications or when making general planning, building enquiries.
3. Provide a personalised service to clients, including meetings off-site at the clients business address, building sites, etc.
4. Provide statutory services including the desktop assessment of minor development applications (e.g. sheds, carports, swimming pools etc), construction certificates, complying development certificates and other related applications in accordance with legislative requirements and council's adopted policies.
5. Undertake the role of Building Duty Officer.
6. Monitor and report to the Team Leader and Manager in relation to outstanding applications and other key performance indicators within the Health and Building Unit.
7. Assist the professional officers in undertaking legal action including conducting interviews, preparation of draft orders, reports, debriefing of Council's legal representatives.
8. Provide responsive and high level customer service to Council's clients and provide clear and accurate information and advice, including corrective works to be undertaken.
9. Prepare and implement educational programs aimed at developers, builders, building and swimming pool owners.
10. Proactively identify, develop and implement improvements to Council's workflows and business practices relating to Council's development/building control functions.
11. Provide input and assistance to professional officers within the Building Services Unit to review, develop and implement building processes, procedures, templates and policies.
12. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. TAFE certificate (minimum level IV) in business administration, building, planning or studying towards a qualification recognised by the Building Professionals Board for A4 accreditation or possess extensive experience (minimum of 5 years) in a similar role.
2. Demonstrated extensive experience in the use of Microsoft suite and smart technology applications relevant to the position including as data management systems and computer based Geographic Information Systems.
3. Demonstrated high level analytical, research and problem solving skills with demonstrated ability to negotiate and liaise with key stakeholders.
4. Demonstrated ability and experience in preparing technical letters and reports.
5. Demonstrated ability to provide superior customer service by the achievement of best practice.
6. Demonstrated well developed written and verbal communications skills and interpersonal skills including the proven ability to communicate with a wide range of stakeholders at all levels of the organisation and the general public.
7. Demonstrated ability to deal cooperatively with developers, builders, the community, building owners, consultants, Council staff and public and private agencies.
8. Ability to research, develop and implement innovative administrative strategies to enhance competitive business performance.
9. Demonstrated ability to meet deadlines and processing times.
10. Proven highly developed negotiation and conflict resolution skills with an open engagement style.
11. Class C Drivers Licence

Highly Desirable

1. Either possess or be eligible for A4 accreditation under the Building Professionals Act 2005.
2. Knowledge and understanding of the Environmental Planning & Assessment Act, 1979, Local Government Act 1993, Swimming Pools Act 1992, Building Professionals Act 2005, the Building Code of Australia, Planning for Bushfire Protection Guidelines and relevant Australian Standards.

SIGNATURE

Employee

Full Name:

Signature:

Date: