**Position Title: senior health & building surveyor**

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| **DIRECTORATE** | **SECTION** | **GRADE** |
| **ENVIRONMENTAL SERVICES** | ENVIRONMENTAL SERVICES | 10-12 |

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| **ORGANISATION RELATIONSHIPS** | |
| **Position title of Supervisor**: | DIRECTOR ENVIRONMENTAL SERVICES |
| **Positions which report directly to this position:** | Health & Building Surveyor? and Cadet Health & Building Surveyor |
| **Positions which report indirectly to this position:** | Nil |
| **Other Key Working Relationships:** | Other Environmental Services Staff, Corporate Services Staff, Engineering & Technical Services Staff, Builders, Developers, Business Owners and general members of the public. |

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| **PRIMARY PURPOSE OF POSITION** |
| * To coordinate a range of building functions by maintaining and enforcing compliance with recognised construction and building standards and legislation. * To coordinate Council’s Health functions ensuring the achievement of acceptable health standards within the community through regulation and facilitation of a healthy environment including overseeing the annual inspection and licensing of registered food outlets in accordance with Council procedures and relevant legislation. |

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| **SECTIONAL STRUCTURE** |
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| **KEY ORGANISATIONAL DRIVERS** | |
| **Service Guarantee** | Cabonne Council is committed to providing our community with high quality service which meets their reasonable expectations. Business will be fair and completed in an appropriate timeframe and stakeholders will be treated with honesty and integrity at all times. Council recognises that providing high quality service will help us to serve our community in the best possible way. |
| We can achieve this by;   * Delivering a high level of service to both external and internal stakeholders in line with Council’s Policy on Service. * Fostering a responsive and prioritised approach to service delivery. * Identifying and acting upon opportunities to improve service processes and systems in collaboration with stakeholders. |
| **Asset Management** | Asset management is a systematic process of deploying, operating, maintaining, upgrading and disposing of assets cost-effectively. Asset Management is the practice of managing assets to achieve the greatest return (IE productive assets such as plant and equipment), and the process of monitoring and maintaining, with the objective of providing the best possible services and facilities to our community and its stakeholders. |
| We can achieve this by;   * Utilising Council’s assets in an efficient, effective and economical manner. * Ensuring Council’s services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment. * Creating an environment where all Council employees take an integral part in the overall management of Council assets by creating and sustaining an asset management awareness in all that we do. |
| **Risk Management** | Cabonne Council is committed to using an Enterprise Risk Management Framework to guide council’s approach to risk management including council’s risk appetite and council’s commitment to our risk strategy. Risk Management is integrated into all business activities and systems and we are guided by the Australia/New Zealand standard AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines. |
| We can achieve this by;   * Taking reasonable and practical steps to minimise Council’s exposure to risk including health and safety, contractual, legal, professional and public liability within the scope of your position responsibility and expectation of the position. * Integrating and embedding risk management into all ongoing business activities, processes, procedures, systems and reports in accordance with Council’s Enterprise Risk Management (ERM) system. * Monitoring the external environment to identify potential risks, complacency is a concern just as much as the risk itself. |
| **Business Improvement** | Cabonne Council is committed to fostering a culture of Business Process Improvement (BPI) via optimising our processes to achieve more efficient results. Our guiding principles are about being informed, innovative and actively seeking out new ideas. We aim to be known for our forward thinking, planning & execution approach. We act with a sense of urgency, we learn from our successes and mistakes and we balance opportunity and risk management appropriately to achieve our Community Strategic Plan. |
| We can achieve this by;   * Having an ongoing commitment to organisational effectiveness, by working in the best interest of the Cabonne community at all times, respecting and communicating effectively with colleagues, by acting honestly, demonstrating transparency and having a willingness to share information and work together to achieve the best outcomes. * Understanding the importance of taking care of today and actively preparing for tomorrow. We can do this by embracing innovation, technology and sustainability when delivering the key responsibilities of our positions. * Regularly reviewing our services and facilities to ensure the Council offers value to the community in terms of cost, quality, reliability and timeliness. * Ensuring our decisions are economically, socially and environmentally sustainable. |

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| **KEY PERSONAL SKILLS AND COMPETENCIES** | |
| As a strategically driven organisation, Council demonstrates its values and organisational drivers through demonstrated workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. | |
| **(Personal) behaviour competencies** | * Is honest and respectful towards others and works as part of a team. * Displays appropriate behaviour in the workplace in line with Council’s Code of Conduct. * Takes ownership and responsibility for their key responsibilities and accepts direction. * Demonstrates initiative and a willingness to put forward ideas along with demonstrating a personal interest toward improving the way key responsibilities ‘could’ be achieved. * Possesses appropriate skills and emotional intelligence to resolve working relationship issues if they arise. * Demonstrates flexibility and resilience to cope with change. |
| **Managing others competencies** | * Leads by example and encourages their team to strive to exceed expectations. * Displays humbleness via putting 'We' before 'I', showing trust and gives empowerment to their team, listens, shares and promotes openness in team communication. * Displays the ability to define expectations, assess performance & hold direct reports accountable. * Demonstrates ability to effectively delegate to direct reports, encourage ownership & regularly follows up and gives feedback. * Demonstrates the willingness & ability to coach and develop direct reports. |
| **Qualifications/**  **Licences** | * Tertiary qualifications in Environmental Health, Building Surveying or related discipline * Building Surveying Accreditation A2. * Class C driver’s licence. |
| **Skills and Experience** | * Demonstrated ability and experience in the regulation of health and building matters * Working knowledge of and ability to interpret relevant health and building legislation including Environmental Planning and Assessment Act, Local Government Act, Plumbing and Drainage Act and related regulations and the Building Code of Australia. * Ability to solve problems and independently manage a number of projects, studies and consultants to achieve innovative outcomes for complex planning matters. * High level of computer literacy (including Microsoft Office, spreadsheets and relevant specialised software). * Understanding of and a commitment to delivering regulatory requirements of Local Government. * Experience in the leading and supervising staff * Well-developed communication skills including ability to liaise, negotiate, consult and resolve conflict * Demonstrated ability to prepare and produce detailed correspondence, reports, policies and complex documents. * Proven analytical, conceptual and problem solving skills with demonstrated initiative and flexibility. |

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| **KEY RESPONSIBILITIES** |

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| **Activities** | **Description of activities and responsibilities** |
| **IP&R Focus Area- Future Direction 4: Grow Cabonne's Culture and Community** | | |
| **Building** | * Ensure compliance and implementation of the Protection of Environment Operations Act, National building code- BCA of Australia, Heritage Act, Plumbing and Drainage Act Council’s Local Environmental Plan and other relevant legislation including:   + effectively undertaking the accurate assessment, determination and inspection of construction certification, applications, and unapproved building work including preparing associated certificates and reports   + Monitor, inspect and determine the approval of onsite sewerage management systems within the Cabonne Shire and administer the related documentation,   + providing accurate and timely advice and services to builders, contractors and members of the public on a range of building matters,   + effectively inspect swimming pools and administer the related documentation,   + effective undertaking the management of contaminated lands,   + effectively developing a comprehensive Development Control Plan to support Council’s Development Control Plan, | |
| **Environmental Health** | * Ensure achievement of acceptable health standards within the community through regulation and facilitation of a healthy environment including overseeing the annual inspection and licensing of registered food outlets. | |
| **Supervision and support** | * Keep accurate records and notes including staff timesheets, file notes, observations as requested. * Contribute relevant and timely input to relevant Council reports, budgets and documents including collecting and reporting on indicators outlined in Council’s Integrated Planning and Reporting documents and prepare reports to Council to enable effective decision making. * Carry out the daily supervision of the Cadet Health and Building Surveyor proving direction, support and technical advice as necessary. * Ensure customer service requests are followed through and the actions and outcomes are adequately documented with electronic notes within Council’s records system. | |

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| **SIGNED BY EMPLOYEE:**  **(Acknowledging they have read and understood):** |  |
| **SUPERVISOR/MANAGER:** |  |
| **DIRECTOR:** |  |
| **DATE SIGNED:** |  |