|  |  |
| --- | --- |
| **Title** | Principal Building Surveyor |
| **Classification/Grade/Band** | Band 3 Level 3 |
| **Group/Unit/Section** | Environment and Planning / Environment and Certification / Building Certification |
| **Reports to** | Section Manager Building Certification |

**Vision**

A vibrant and sustainable Central Coast.

**Purpose**

To provide valuable services that strengthens and supports the Central Coast Community.

**Values**

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Principal Building Surveyor is responsible for delivering quality Development and Building Certification advice and customer service to the industry and general public, the accurate and thorough assessment of Development Applications and the performance of all functions of a Registered Certifier including the issue of Construction and Complying Development Certificates and carrying out critical stage inspections of building works for all classes of buildings. The role will also promote Council’s role as a Principal Certifier and provide mentorship to the Building Surveyors within the section.

The position of Principal Building Surveyor is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Provide advice to developers/applicants in relation to development proposals including proposed developments under the State Environmental Planning Policy, (Exempt and Complying Development Codes) 2008;
* Develop and maintain relationships with Customer Contact and the Building Certification Unit, determining Part 6 Certificates under the Environmental Planning and Assessment Act 1979;
* Ensure development and Construction Certificate application documentation is in accordance with statutory and Council requirements;
* Act as the principal technical expert, providing interpretation and guidance for customer contact staff and customers in relation to Building Regulations, State Policies, CCC's policies, Development Control Plans, Local Environmental Plan and Contributions Plans;
* Assess Development Applications with a high degree of accuracy to ensure compliance with relevant statutory requirements and Council policies and to achieve the orderly development of the region whilst protecting life and enhancing the natural and built environment;
* Research, analyse and interpret relevant legislation, codes, policies, procedures and apply them in a practical context;
* Undertake critical stage inspections of buildings in accordance with legislative requirements;
* Participate in formulating strategies for the promotion of Council’s PC service particularly through the role as the Principal Building Surveyor.

**Authority and Accountability**

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
* The Principal Building Surveyor may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
* Decisions affect the work and activities of others within the Unit;
* The work of the Principal Building Surveyor influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
* The Job Principal Building Surveyor is involved in the development and maintenance of standard procedures, or provides instruction and/or mentoring concerning such procedures.

**Personal Attributes**

* Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
* Represent the organisation honestly, ethically and professionally and encourage others to do so;
* Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
* Support initiatives that create an environment where diversity is valued.

**Interpersonal Skills**

* Write fluently in a range of styles and formats and tailor communication to the audience;
* Identify customer service needs, understand customer perspectives and implement responsive solutions.
* Build cooperation and overcome barriers to information sharing and communication across teams/ units;
* Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

**Business Enablers and Technical Skills**

* Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
* Use expertise and seek others assistance to achieve work outcomes;
* Ensure current work plans and activities support and are consistent with organisational change initiatives;
* Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
* Ensure that actions of self and others are focused on achieving organisational outcomes;
* Take account of financial implications and return on investment when planning financial transactions;
* Support compliance with records, information and knowledge management requirements of the organization;
* Be aware of procurement and contract management risks and actions to mitigate these;
* Evaluate progress and identify improvements for future projects.

**Team Work**

* Ensure team objectives achieve business outcomes that align with organisational policies;
* Plan and monitor resource allocation effectively to achieve team objectives.

**QUALIFICATIONS**

**Essential**

* Degree qualification in Building Surveying, Construction Management or related field OR demonstrated solid contemporary experience in in a similar role, combined with ongoing professional development;
* Current NSW Class C Drivers Licence;
* Currently registered as a Building Surveyor (unrestricted) under the Building & Development Certifiers Act.

**Desirable**

* Currently registered as a Building Surveyor (unrestricted) under the Building & Development Certifiers Act.

**EXPERIENCE**

* Extensive knowledge and experience in all aspects of building construction and planning legislation;
* Extensive knowledge of the Environmental Planning and Assessment Act and other related legislation;
* Extensive knowledge and understanding of the Building Code of Australia and associated Australian Standards;
* Ability to prepare formal reports and memos, correspondence relating to planning and building legislation;
* Experience in the preparation of court evidence and representation of Council in legal proceedings;
* Well-developed communication, mediation and negotiation skills with the ability to understand the perspective of customers, staff and Councillors.

Key Relationships

|  |  |
| --- | --- |
| Internal | External |
| Executive leadership Team | Members of the Public/residents/ratepayers |
| Section Managers/Team Leaders | Commercial/industrial/development representatives (e.g. Vendors, builders, clients) |
| Other Council employees (not including direct reports) | Community Organisations – service clubs etc. |
|  | Professional/Industry associations including Unions |
|  | Consultants, solicitors and other professionals |
|  | State and Federal Government Agencies |
|  | Local Business |