

## POSITION DESCRIPTION

<b>Position Title:</b>	Building and Development Certifier	<b>Position Code:</b>	BDC
<b>Division:</b>	Development and Environment	<b>Grade:</b>	G
<b>Location:</b>	Dubbo / Wellington	<b>Hours/Week:</b>	35
<b>Reports to:</b>	Building Services Team Leader		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

To provide in an efficient, expedient and professional manner a range of services and controls enabled and required by governing legislation and Council policy for the protection of the built and natural environment

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Customer Service	<ul style="list-style-type: none"> <li>To actively support the Building Services Team Leader and Manager Building &amp; Development Services in promoting a customer focused and responsive service to the community and clients aimed at improving the public image of the Division.</li> <li>Assist the Building Services Team Leader in co-ordinating the customer service function for the Building and Development section.</li> <li>To provide advice and consultation on building and development related matters with members of the public, builders, plumbers and other trades persons.</li> <li>To undertake on a rostered basis the responsibilities of the allocated Duty Officer in providing building advice to customers.</li> <li>To be aware of customer requirements and actively assist in developing procedures to enhance Council building and development functions.</li> <li>Assist in the provision of a professional pre-lodgement service as required.</li> </ul>
Assessment Function	<ul style="list-style-type: none"> <li>New development in the city is facilitated through the timely determination of Development, Complying Development Certificate, Construction Certificate and Activity Applications and referrals to the Building Development Officers.</li> <li>To monitor progress of Building Information Certificates, On-site Sewage Management, Plumbing and Drainage Permit applications and referrals within the position holders area of responsibility to ensure timely and appropriate determination.</li> <li>To prepare, compile and submit within required time frames, reports on applications for developments as required and when directed.</li> </ul>

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> <li>• Apply all relevant legislation, strategic land use policy, LEP's and DCP's accurately in the assessment of applications or provision of advice.</li> <li>• To undertake assessments and evaluation of major/significant building and development projects as directed by the Building Services Team Leader / Branch Manager from time to time.</li> <li>• Provide specialist advice/consultation to internal and external customers on all building and development related matters.</li> <li>• Maintain awareness of all legislative and technical changes.</li> <li>• To accurately and efficiently maintain Council's land use application management system in the tracking and determination of applications being processed by the incumbent.</li> </ul>
Inspection Function	<ul style="list-style-type: none"> <li>• Inspections relating to Part 6 applications under the EP&amp;A Act and S.68 applications under the LG Act together with other building and development matters, are co-ordinated and managed to ensure compliance with relevant Acts, Regulations, Council Codes and Policies and approvals.</li> <li>• To ensure, in conjunction with relevant officers the compliance by developers and builders with all conditions of consent of approved applications.</li> </ul>
Other Regulatory Services	<ul style="list-style-type: none"> <li>• To serve appropriate rectification orders and notices pursuant to the Local Government Act and Regulations, the Environmental Planning and Assessment Act and Regulations, the Public Health Act and Regulations, Swimming Pools Act and Regulations, Protection of the Environment Operations Act and Regulations and Roads Act where a non-compliance has been observed.</li> <li>• To issue Building Information Certificates, Certificate of Compliance and Occupation Certificates.</li> <li>• To undertake fire safety upgrading investigations and action related to existing buildings.</li> <li>• To liaise in a timely and effective manner with other Branch's/functions on matters having common jurisdiction.</li> <li>• To assist in the accurate and timely processing of applications for Outstanding Notice Certificates.</li> </ul>
Community Education	<ul style="list-style-type: none"> <li>• To ensure proactive engagement with developers, builders, consultants, the real estate industry, government agencies and the wider community with the objective of facilitating the continuing sustainable development of the City.</li> </ul>
Building & Development Services Team Support	<ul style="list-style-type: none"> <li>• Participate and contribute to an effective and productive team.</li> <li>• To efficiently, effectively and expeditiously carry out any other matters as may be referred by Building Services Team Leader, the Manager Building &amp; Development Services or the Director Development and Environment.</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers licence.
- Pre Employment Health Check
- Category A3 Accredited Certifier
- Willingness to undertake further studies as required
- OHS Construction Induction White Card
- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- The position is provided with a DRC mobile phone which must be carried at all times. Personal calls are to be reimbursed regularly.

### Selection Criteria

#### Essential

1. Meet the criteria to be accredited under the Building Professionals Boards' Council Accreditation Scheme for a minimum A3 accreditation level
2. Demonstrated competency or familiarity with the Building Code of Australia
3. Demonstrated organisation and time management skills
4. Demonstrated ability to work effectively in a team environment
5. Demonstrated computer literacy
6. Strong commitment to exceptional customer service

### Organisation Wide Accountabilities

#### Corporate Values

#### Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
  - Be Curious, Courageous And Committed
- **Sustainable**
  - Balanced Approach To Growth & Opportunity
- **One Team**
  - Working Together
- **Integrity**
  - Accountable For Our Actions

#### Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours

	<ul style="list-style-type: none"> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

#### Acceptance:

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: