



## **INFORMATION PACKAGE**

### **POSITION VACANT**

### **BUILDING CERTIFICATION COORDINATOR**

**REF NO: ESC126**

**CLOSING DATE: 4.30PM MONDAY 18 JUNE 2018**

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Eurobodalla Shire Council  
PO Box 99  
MORUYA NSW 2537

Telephone: (02) 4474 1016  
Facsimile: (02) 4474 1212  
Email: [positions@esc.nsw.gov.au](mailto:positions@esc.nsw.gov.au)

Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Gary Bruce on (02) 4474 1087



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants that address the selection criteria will be considered for the position and must be complete in order to lodge an application.
- The job description outlines the duties of the job and the selection criteria that your application will be checked against. You should include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- You will be required to address the selection criteria as part of the application process. These are mandatory fields in the online system.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume and complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.

**JOB DESCRIPTION  
PLANNING AND SUSTAINABLE GROWTH  
DEVELOPMENT SERVICES**

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**JOB TITLE:** Building Certification Coordinator

**JOB GRADING:** 18

**REPORTS TO:** Manager, Development Services

**PURPOSE OF JOB:** Lead the Building Certification team in assessing and monitoring the constructed standards of built and social infrastructure through the co-ordinated completion of assessments of development and building approvals including the issue of construction, compliance, building and complying development certificates, ensuring statutory requirements and Council standards are maintained and followed.

**MAIN DUTIES AND KEY RESULT AREAS:**

**Duties will vary according to the skills held**

1. Manage staff, team performance and work-flows enabling achievement of work targets and strategic tasks contained in Management Plan and staff Work Plans. Build and maintain a productive work culture and ensure staff are working within their delegations. Investigate (with reference to supervisor) and respond to service and staff complaints.

*KRA: Team works co-operatively to improve productivity and work outcomes in accordance with the performance measures adopted within the Management Plan with evidence of consideration of assessment of cumulative impacts on environment, economy and social infrastructure and values. Staff receive appropriate on the job and formal professional development training with staff performance regularly monitored and appraisals and position reviews undertaken at least annually.*

2. Liaise with and provide accurate technical information and quality advice to builders, developers, architects, agencies, the community and other stakeholders, in regard to corporate and technical information and/or professional direction and clarifying Council's requirements on planning, development, building and environment policies and practices.

*KRA: Advice given correctly interprets the requirements of the relevant Acts, Regulations and Policies in a timely manner. Undertake quality assurance and customer service surveys to validate method and success of service delivery.*

3. Undertake assessments of and determine most complex development applications, construction certificate applications and other approvals, including Section 68 LGA approvals and Building Certificate applications. Review assessments where required, and resolve complaints/submissions received by Council, in accordance with statutory requirements, BCA, Council policies and staff delegations.

*KRAs:*

- a) Assessment of applications is undertaken in accordance with statutory requirements and to Council's corporate standards and policies.*
- b) Applications, approvals, certificates and reporting requirements (including for most complex assessments) are carried out in accordance with the adopted timeframes.*
- c) Status, referrals and key assessment information are accurately logged on the Approvals database.*
- d) Variations (DCP, notification) determined in accord with delegations*

- 4. Carry out inspections of most complex developments, buildings and structures, and review inspections where required, ensuring compliance with development consent, BCA, standards and council codes and policies in accordance with staff delegations and level of Accreditation.

*KRA: Inspections conducted in accordance with Management Plan benchmarks, relevant statutory requirements and Council's Policies & Procedures.*

- 5. Lead the team in the development, implementation and review of work practices, and council policies and procedures. Report to Council and Committees and other public meetings/forums as required.

*KRA: Clear, concise and accurate reports prepared in accordance with Council standards, practices and adopted timeframes identifying and responding to areas of business risk.*

- 6. Respond to complaints regarding PCA functions and other matters as identified in Council's Compliance Policy and Code of Practice. Co-ordinate and issue Orders, Infringements and Notices in accord with Environmental Planning and Assessment Act, Local Government Act and Plumbing and Drainage Act, including most complex matters. Manage and represent council at legal proceedings.

*KRA: Orders, infringement notices are issued in accordance with relevant Acts and Regulations. Legal opinions sought and cases run in accord with policy and statute. Council reports and briefings prepared.*

- 7. Conduct special assignments and assessments of the most strategic &/or complex matters requiring expert knowledge and experience in development, buildings, planning and approvals policies and practices.
- KRA: Special assignments and assessments are carried out as required and within agreed timeframes.*

- 8. Co-ordinate and lead strategic project, policy or user/matrix groups where required.

*KRA: Groups contribute to development of organisational policies and practices in monitoring the constructed standards of built and social infrastructure. Actions relevant to Building Certifications Unit are followed up as required.*

- 9. Negotiate resolution of objections and disputes regarding development applications and matters relating to certification responsibilities. Arrange and lead most complex mediations where required.

*KRA: Successful negotiation of disputes minimises referral of matter to Committee or court.*

10. Within area of responsibility, ensure the health and safety and EEO of all persons through the implementation of, and compliance with, WHS legislative requirements and Council's WHS system, associated policies and procedures.  
*KRA: Legal requirements met. Council's EEO and WHS system, associated policies and procedures implemented and complied with.*

#### **QUALIFICATIONS/EXPERIENCE (Selection Criteria):**

##### **Essential**

1. Bachelor of Applied Science (Environmental Health) or Civil Engineering, or Health and Building Surveyors Associate Diploma or equivalent enabling membership of IPEA, AIBS, BPB or equivalent. Post Graduate qualifications are desirable.
2. Highest level of extensive practical experience which demonstrates the ability and competencies specific to the work being performed, and an expert knowledge of relevant planning, building, health and environment legislation.
3. Demonstrated experience in staff supervision; implementation of financial and strategic plans; facilitating change; and in working within political and organisational context.
4. High level of independence in solving problems and using judgement with an ability to listen, interpret and convey information in a clear and accurate manner.
5. Workcover approved WHS Induction Construction Certificate or willingness and ability to obtain prior to appointment to the position.
6. Current Class C licence.
7. Computer literacy with specific expertise in MS Office (Word, Excel, Access, PowerPoint) and GIS systems.
8. Extensive experience in negotiation/mediation.
9. Comprehensive understanding of Ecologically Sustainable Development, BCA, Equal Employment Opportunity and Occupational Health and Safety legislation.
10. Demonstrated knowledge of EEO and WHS legislation together with a detailed knowledge of, or an ability to quickly gain knowledge of Council's WHS system, associated policies and procedures.

*Appointment to this role is dependent on an assessment of the results of a National Criminal History Record Check*

***The requirements outlined in Council's Policies and Codes of Practice applies to all employees of Council.***

**EMPLOYEE:** Vacant  
**SUPERVISOR:** Gary Bruce  
**DATE:** May 2018

## CONDITIONS OF EMPLOYMENT

Position Title:	Building Certification Coordinator
Reference Number:	ESC1276
Grading:	Grade 18 of Council's salary system
Salary Range:	<p>In the range of \$93,554.48 to \$100,123.38 gross per annum comprised of:</p> <ul style="list-style-type: none"> <li>* \$85,437.88 to \$91,436.88 base salary, plus</li> <li>* \$8,116.60 to \$8,686.50 superannuation (calculated at 9.5%)</li> </ul>
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.



Hours of Work: Full-time, 35 hours per week. Office hours are:  
8.30am to 4.30pm  
Monday – Friday

ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets) and required to work at various locations across the Shire.

Leave Entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.  
3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL

## DIVISION CHART

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