

POSITION DESCRIPTION

Date: Nov 2017 Ref:FNDC9283

POSITION:	Senior Building Specialist
GROUP:	District Services Group
RESPONSIBLE TO:	Manager - Compliance
LOCATION:	Kerikeri
DIRECT REPORTS	Nil
KEY RELATIONSHIPS:	<p>Chief Executive Officer, General Manager, Environmental Management, Manager, Team Leaders and staff within the Building Consents Team; Resource Consent, Team and Environmental Protection Team, Legal Services Team, Other Council departments and staff, Service providers, Other Building Consent Authorities, Regional Authorities and Territorial Authorities, Government departments and agencies, Ministers of the crown and members of parliament, Consultants and external professional advisors, Solicitors engaged to act on the Council's behalf, Key customers such as developers and their consultants, Specific interest groups such as business representatives, tangata whenua and community groups.</p> <p>Ministry of Building, Innovation & Employment</p>
AUTHORITIES	\$5,000 delegated financial authority

Purpose of the Position

- To coach, develop and support the Compliance Team to ensure the resolution of building compliance issues and delivery of excellent customer service in all businesses related to the District Services group and the wider organisation.
- To make certain that Building related claims made against the Far North District Council are dealt with in a timely and professional manner and maintain communications with the appropriate Legal Counsel.
- Monitor and maintain all Financial Assistance Package type Claims from initial assessment for eligibility to completion, this includes acting as an Agent of the Ministry (MBIE) and report through-out the remediation process.
- To provide specialist support to the Compliance Team with regards to Weather-tightness and Building Act breaches.
- To provide cover as required in the Technical roles across the Department on request.



Accountabilities

- Demonstrates specialist and technical knowledge and skills in NZ Building Act 2004 and NZ Building code requirements with regard to the operational practices of Council.
- Possesses advanced knowledge of functional areas – including NZ Building Act 2004, NZ Building Code, Fencing of Swimming Pools Act 1987 and departmental management
- Acts as representative for both the Council and Agent for the MBIE for Financial Assistance Package scheme Claims
- Demonstrates specific Weather-tightness expertise and understanding of remedial processes
- Provides input to and co-ordination of internal strategic reviews of policies and procedures for Territorial Authority and Building Consent Authority functions.
- Establishes credibility, earns respect and influences others on the basis of technical knowledge
- Applies technical skills and knowledge to support the department
- The ability to identify objectives and develop effective action plans to achieve them. This may include using sound personal organisation disciplines, a methodical and systematic approach towards planning workloads and using project management skills
- Attends Mediations and/or Judicial Settlements Conferences relating to claims
- Prepares and collates evidential documentation for prosecution
- Comprehensively prepares Council's case for Court hearings and laying of evidence
- Present him/herself appropriately in a Court environment as a witness
- Balances conflicting priorities as necessary with an awareness of the impact on others
- Review and analyse future demands and prepares appropriately
- Anticipates difficulties and develops contingency plans
- Demonstrates effective project management skills and meets deadlines within budget
- The ability to interact with and develop effective working relationships with a wide range of people of different types and in different situations
- Builds good rapport with people at all levels
- Actively seeks opportunities to contribute to positive outcomes for customers, stakeholders, staff and colleagues
- Approaches issues or disagreements with the objective of reaching win/win solutions
- Develops relationships with the intent of achieving effective delivery of relevant services
- Promotes practise notes and guidance for external stakeholders
- Demonstrates cultural sensitivity and an understanding and appreciation of Tikanga and Te Reo Maori
- Knows how to address issues that impact customers, employees, stakeholders and communities from different cultural backgrounds
- Provides services to customers with sensitivity, understanding and respect for the customers culture
- Works in ways that enhances consultative relationships with different cultural groups and acts on opportunities to engage with them
- Is able to participate confidently and competently in situations that involve processes, systems and organisations based on 'Tikanga Maori' with the appropriate input from FNDC Maori Liaison Team.
- Other tasks/projects as may be delegated from time to time.
- Contributing to Council Civil Defence duties if required.



- Having a commitment to Health & Safety as detailed in our policies and guidelines and as defined by the Health & Safety in Employment Act to ensure compliance.

Competencies

Career Drivers

A strong desire to achieve results combined with a high work ethic, focusing on achieving a tangible result. Enthusiastically taking responsibility for solving challenging work problems you also set challenging goals for yourself and are willing to take calculated risks to attain these goals. You place importance on constructive feedback on your performance and are committed to your own personal development and objectives.

Leadership & Influence

A visible, flexible leader with a range of styles to suit different situations, equally capable when directing and coaching for results or delegating to grow team capability. You are able to assess situations quickly and make informed and timely decisions, balancing importance against consequences. You have a strong ability to influence without the use of authority and show a willingness to share success through individual empowerment and teamwork.

Strategic Orientation

Flexible and innovative, able to see beyond traditional solutions when required and keep pace with change while maintaining and articulating a clear vision. You use planning and analysis to make a strategic contribution to the vision of the organisation, equally able to cope with and manage complexity, ambiguity and change when faced with short term objectives.

Conflict Management Style

You show the appropriate level of control and assertion when required, matching style to situation and being concerned with maintaining working relationships while getting the job done. You show good judgment in intervention and timing when team performance is under threat, showing a willingness to collaborate or compromise when necessary to maintain direction.

Workplace Management Style

When tasked with working in a non-structured environment you are able to create a structure and effective processes that will support the required level of detail and care. You are willing to delegate and detach from detail to deal effectively with multiple tasks and strategic corporate issues. Your organisational style is effective rather than efficient with a strong focus on prioritisation.

Person Specification

Professional Knowledge and Skills

- A qualification in law, law enforcement or building surveying at a diploma or similar level
- Advanced knowledge of NZBC - E2 – Weather-tightness
- Membership of a relevant professional institute or body
- Experience in the mediation process and a high level of understanding of conflict resolution
- Trade qualification or equivalent



- Extensive experience at a Local Government level in the application of the requirements of the NZ Building Act 2004 and Resource Management Act 1991, with a particular focus on investigation, research, negotiation, education and compliance.
- Experience in effective performance management and appraisal processes
- Competent level of computer literacy
- Ability to implement and use the guidance information in the procedure and policies in the quality assurance documentation that form part of Council's accreditation as a Building Consent Authority
- Exposure to/understanding of economic development in a local authority setting
- Experience in/knowledge of process improvement methodologies
- Knowledge and experience of Māori issues and a sound understanding of culturally diverse communities and the treaty of Waitangi.
- Drivers Licence

Professional Behaviours

- Proven interpersonal skills and ability to obtain collaboration and cooperation
- Well organised and able to prioritise and work to deadlines
- Enthusiasm and commitment to excellence in customer service
- Proven written and oral communication skills
- Ability to relate to a wide range of people both internally and externally
- Highly developed documentation, report and work flow process writing skills
- High level relationship development, management and customer facilitation skills.

Organisational Values

The holder of this position is expected to consistently demonstrate the behaviours described below:

Integrity (Trust, Honesty, Transparency, Reliability, Ethical, Fairness, Openness)

We are driven by our commitment to enabling growth and development in our people and our community and not by personal gain or alliances with vested interests. We protect and promote the reputation of FNDC. We are honest and act with fairness. We do not tolerate unethical behavior; we challenge it as a matter of personal responsibility, regardless of our position in the organization.

Manaakitanga (Teamwork, Empowerment, Empathy, Awhi, Unity, Support, Courtesy, Respect)

We treat our colleagues, community and Council with understanding and sensitivity. We value diversity and draw upon the different strengths, cultures, ideas, experiences and talents of people. We provide equal and fair opportunities for employment, career development and learning. We ensure a positive and energizing work environment.

Professionalism (Consistency, Tikanga, Motivation, Ownership, Positivity, Innovation, Collaboration)

We demonstrate high levels of professionalism in our work and reward merit. We use the most appropriate skills and competencies, continually seeking opportunities to improve through innovative approaches. We,



work collaboratively towards our common goals of serving our Council, community and colleagues regardless of individual roles or functions. We share our knowledge of best practices with colleagues at all levels to enhance the quality of our services.

Measures of Performance

An annual review of performance will be conducted by your manager. Success in this role will be measured by:

- Demonstrated performance against the accountabilities listed above.
- Exhibiting the professional behaviours, competencies and organisational values and delivering on objectives.
- Ability to operate within our policies and procedures and as defined by the Health & Safety in Employment Act to ensure personal, team and public safety.