

INNER WEST

POSITION DESCRIPTION

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| Position Title | Building Surveyor | |
| Directorate | Planning | |
| Service | Health & Building | |
| Responsible to | Manager Building Certification Services | |
| Position Supervises | Nil | |
| Position No. | IW0448 | |
| Status | Permanent full time | |
| Hours | based on a 35-hour week | |
| Salary Pt | Part-qualified/Graduate: 36 - 45 Building Surveyor: 46 - 63 | Band/Level: 3/2 |
| Allowances | Access to an Inner West Council car allowance scheme | |
| Motor Vehicle | N/A | |
| Pre-employment checks | Police Check | |
| Legislative requirements | | |
| Date reviewed: March 2022 (v. March 2024) | Reviewed by: Building Certification Services Manager | |

POSITION PURPOSE

Reporting to the Manager Building Certification Services you will assist in undertaking the function of a building certifier for the Inner West Local Government area and provide an outstanding quality service and practice in the delivery of building certification services to internal and external customers.

In this role you will provide a high level of advice and demonstrate exemplary behaviour in the undertaking of the role as a Building Certifier and supporting the Manager and the team to achieve the Strategic Community & Operation Plan deliverables.

The provision of Building Certification Services within the Inner West is a regulatory function offering the assessment and management of applications for all building certification services including Construction Certificates, Complying Development Certificates, Subdivision Certificates, Building Information Certificates and Occupation Certificates. The team undertakes the Principal Certification role for applicants to achieve a high level of customer service and commitment to legislative requirements and good building outcomes. The team also undertake swimming pool inspections and enforcement and the Swimming Pool inspection program.

As a member of the team, you will undertake the work and activities of the building certification team, and in conjunction with other team members ensure that the team consistently works to meet its targets and commitments against their individual or team work or performance plans and Council's Operational and Strategic Plans.

You will participate in all functions of the team including assisting in inspiring the team, facilitating partnerships across Council and help solve problems and resolve issues, and model achievement of goals and commitments.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Appropriate tertiary qualifications in a relevant field such as building surveying, fire engineering, construction or equivalent
2. Eligibility for and/or working towards minimum registration as a Building Surveyor - restricted (Class 1a and 10 buildings) - under the *Building and Development Certifiers Regulation 2020* or Building Inspector registration under the *Building and Development Certifiers Regulation 2020* plus demonstrated commitment to Building Surveyor registration.
3. Knowledge of the legislative and regulatory framework for building certification and development assessment in NSW
4. Demonstrated commitment to, and ability to deliver excellent customer service; and an ability to demonstrate and commit to a culture of excellent customer service within a team.
5. Demonstrated ability to work within a team and commitment to its functions to achieve outcomes that address current challenges for the IWC and its commitments to the

- community.
- 6. Strong interpersonal communication, collaboration and stakeholder management skills
- 7. Working towards development of analytical and problem-solving skills with the capacity to support innovative thinking and continuous improvement in conjunction with the Manager of Building Certification.
- 8. Class C Driver's Licence

Desirable Criteria:

- 1. Experience working for Local Government.
- 2. Demonstrated appreciation of the complexity of Local Government, in particular the social, political and legal frameworks within which it operates

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Be a team member undertaking the following functions under supervision where necessary:
 - Assessment and certification of post development consent certificates under Section 6 of the *EP&A Act 1979*;
 - Assessment and certification of complying development certificates;
 - Undertaking the Principal Certifier role on behalf of Council
 - Assessment and issue of Building Certificates under Division 6.7 Section 6.24 of the *EP&A Act 1979*;
 - Inspection and assessment of Swimming Pool Compliance Certificates and undertaking of enforcement and service of orders for non-complaint swimming pools
 - Assessment of some types of applications made under the *Local Government Act* and *Roads Act 1993*
 - Provision of internal and external specialist building advice, including development application referrals.
- Ensure the abovementioned functions of Council are undertaken consistently, without bias, and in a prompt and effective manner
- Maintain constructive liaison with the development industry and other industry professionals
- Ensure all application assessment meets statutory obligations and is fully documented
- Maintain constructive liaison with the Health & Building team in the management of non-compliant and unauthorised building works
- Promote a professional and positive image of Council by demonstrating Council's values and maintaining a strong, proactive focus in which internal and external customers are provided excellent customer service and complaints are managed in a timely and effective manner
- Effective management of customer requests in a timely and professional manner
- Keep abreast with current information, trends and developments in the industry
- Work in collaboration with all stakeholders
- Ensure strong technical skills are developed, adopted and practiced at all times within team
- Assist in the review, development, updating and executing operational policies, procedures, goals and business plans that ensure relevance, effectiveness and compliance with regulations

Business development and support

- Assist in the development of programs to investigate and pursue alternative income and revenue generation where available and possible. This includes developing programs to explore the business potential of the certification works for Council to attract an increased

number of Section 6 certificates to Council including internal and external clients.

Service Management

- Assist in the development of systems to evaluate and monitor the team's performance and resource levels and culture to ensure work programs are completed and services provided are meeting standards, expectations and commitments
- Contribute to the development and implementation, review and maintenance of systems, policies and procedures.
- Ensure that the Manager Building Certification is informed of any issue which may affect staff, the community and/ or service delivery

Staff Development

- Undertake the relevant studies exams and training opportunities to ensure that minimum registration Building Surveyor - restricted (class 1 and 10 buildings) accreditation level is progressed and/or maintained.
- Ensure that opportunities are undertaken for the development and maintenance of professional accreditation.
- Participate in the activities developed for the motivation, support, and development of team members in a way that is consistent with Council's principles/values, policies and systems
- Ensure Council directions are clearly understood, implemented, monitored, reported and evaluated in conjunction with other team members.
- Model respectful behaviours including respect for cultural diversity and encourage team members to work together to generate creative and innovative ideas.

KEY RELATIONSHIPS:

Internal: Managers and leadership team; all other stakeholder teams in the building certification process such as development assessment, development compliance and fire safety, customer service, records, I.T, development and traffic engineers; community and cultural services.

External: State government departments and agencies, applicants and customers and their professional agents, general public.

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
SUPERVISORS / TEAM LEADERS / GANGERS
LEVEL 5**

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

| Responsibilities | Performance Measures |
|---|--|
| <ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. | <ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures |
| <ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. | <ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process |
| <ul style="list-style-type: none"> Commitment to WH&S | <ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc |
| <ul style="list-style-type: none"> Undertaking accident/incident investigations | <ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms |
| <ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. | <ul style="list-style-type: none"> Regular meetings with WH&S rep |
| <ul style="list-style-type: none"> Improving health and safety performance | <ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff |
| <ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards | <ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections |
| <ul style="list-style-type: none"> Attending health and safety meetings | <ul style="list-style-type: none"> Evidence of signed/ documented minutes |
| <ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required | <ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees |
| <ul style="list-style-type: none"> Facilitating rehabilitation for injured employees | <ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register |
| <ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards | <ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff |
| <ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures | <ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation |
| <ul style="list-style-type: none"> Developing health and safety procedures | <ul style="list-style-type: none"> Development of specific procedures where required |
| <ul style="list-style-type: none"> Knowledge of WHS and related legislation | <ul style="list-style-type: none"> Attendance at training sessions |

Applicant Declaration

I, have read and understood the position description for the **Building Surveyor** as detailed in this document.

Signature:

Date: / /