

Deputy Municipal Building Surveyor

Position Description



Position number:	1331
Classification:	Senior Executive Officer
EA:	Moreland City Council Enterprise Agreement
Directorate:	Place and Environment
Branch:	City Development
Unit:	Building Services
Reports to:	Unit Manager Building Services
Supervises:	Swimming Pool Inspector, Building Approvals Officer, Assistant Building Surveyor, Cadet Building Surveyor, Counter/Customer Service Liaison Officer
Approved by:	Group Manager City Development

Organisational vision:

One team, brave and diverse, making a difference

Organisational values:



With the community at the heart, this is our promise:



Position objectives

A key leadership role within the City Development Leadership Team, this position plays a key role in demonstrating leadership that drives the delivery of customer focused, timely and professional statutory building services with a strong culture of staff and customer engagement and continuous improvement. In particular, the objectives for this position include:

- Playing a leading role, supporting the Municipal Building Surveyor (MBS) in delivering an industry leading building service that achieves the required quality and safety of building construction throughout Moreland City Council, supported by rigorous technical expertise, risk management and compliance with legislative controls.
- Playing a leading role in the delivery of building permit services in an efficient and cost-effective manner that ensures fulfilment of statutory obligations, including resolution of lapsed permits.
- Assists the Team Leader (Building Compliance) in ensuring efficient and timely investigation and issue of appropriate enforcement (part 8 Building Act 1993), where required referral of matters to magistrate and any necessary follow ups that ensures safety of the community and compliance with the Building Act and Regulations.
- Assists the Team Leader (Building Compliance) in ensuring an efficient delivery of mandatory inspections and issue of any necessary direction/enforcement that ensures compliance with the issued building permit and if appropriate to do so, issue of associated Certificate of Final Inspection/Occupancy permit.
- Providing support to Emergency Management and Services through participation in afterhours emergency call out program.
- Contributing to the development and implementation of the Building Services Plan, providing a 4-5-year road map of technology, process, and system improvements to support enhance customer, community, and team outcomes; along with driving ongoing improvement in service delivery that places the customer and community at the heart of team operations.
- As a delegate of the MBS ensure Council meets its statutory obligations and exercises its duty of care by addressing building matters and risks in a fair and equitable manner.
- Contribute and participate in the review and implementation of unit policies, quality procedures and staff development.

Key responsibility areas

- Issue building permits and then undertake mandatory inspections where required so that building works, when completed, will comply with the relevant Acts, Regulations and industry standards. Allocate and oversee assessments of applications for building permits by other staff and sign off, where appropriate.
- Conduct assessments and prepare reports on such matters as:
 - Modifications; and
 - Appeals to the Building Appeals Board; and

- Fire protection of existing buildings (Essential Services); and
- Report and Consent.
- Responsible for the efficient delivery of pool inspection and certification services.
- Participate in Council's emergency after hours call out function for matters of public safety such as dangerous buildings and provide advice to relevant authorities (Police, Fire Brigade, SES & Council) and issuing direction/notices/orders to Owners to make building/land safe.
- Direct management of staff under supervision in the day to day operations within the Building Services Team.
- Responsible for providing timely expert, accurate advice, and information to clients on all building related issues.
- Responsible for identifying shortfalls, service improvements and to develop policy/procedures that addresses the identified issues for consideration of the MBS.
- When deputising as the MBS, fulfil the statutory position of MBS as prescribed by the Building Act.
- On an as need basis and as directed by the Municipal Building Surveyor carry out the following tasks:
 1. Support the MBS to coordinate Council's building enforcement and compliance program including representing Council at Tribunals, a court of law, hearings, and the like in accordance with relevant legislative requirements and services standards and policies.
 2. Assess building work and the structural condition of existing or dangerous buildings, where fire, storm, impact damage or illegal works have occurred or being carried out and take appropriate enforcement action required by the Building Act and Regulations in a timely manner;
 3. Issue of enforcement as per requirements of Part 8 of the Building Act 1993 and represent Council as an informant at Court proceedings as directed by the MBS.

Management

- Provide strategic direction and drive change, whilst ensuring continuing delivery of service. This will be achieved through the ongoing development of a culture of continuous improvement, innovation, inclusion and collaboration.
- Positively designing and implementing change management processes in complex and sensitive circumstances.
- Support, develop, coach and mentor staff, both within the Building Services Unit and across the organisation, with the aim of building a culture of teamwork, collaboration, and learning, to create the best community outcomes.
- Assist the MBS to manage the Branch to manage risk, achieve budget targets and contribute to long term financial planning to support the achievement of Council goals and the sustainability of services to community.
- Develop and review relevant strategies, policies and plans.

Leadership competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Courage:** Stepping up to address difficult issues, saying what needs to be said.
- **Builds Effective Teams:** Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.

- **Drives vision and purpose:** Painting a compelling picture of the vision and strategy that motivates others to action.

Accountabilities:

- Foster an ethical culture and behave ethically.
- Merri-bek City Council is committed to being a Child Safe organisation and has zero tolerance for child abuse. We believe children and young people have the right to be and feel safe and that their safety and wellbeing is the responsibility of everyone. It is expected that the successful incumbent of this position will adhere with the above statement and Council's Child Safety and Wellbeing Policy and Procedures whilst undertaking their duties.
- Champion customer-centric behaviours and community engagement which puts the community at the heart.
- Champion environmental sustainability and include environmental objectives and targets into projects and programs.
- Promote inclusion, diversity and equity in the workplace.
- Implement and maintain health and safety requirements, promote a culture of safety, and demonstrate effective leadership on workplace health and safety.
- Promote cross-team and cross-organisation collaboration.
- Ensure strong and effective fraud and corruption controls are in place and regularly reviewed for the work area.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Implement and maintain continuous improvement.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	The Executive; Senior Leadership Team (SMT); All Staff; Mayor and Councillors.
External Relationships	Residents Other ratepayers Businesses Community organisations Government departments Local Governments Media Visitors to the municipality Neighbouring Councils Unions Local Government Associations Professional Associations
Extent of Authority	This position is supported to make decisions in accordance with Council's policies and procedures, Code of Conduct for Building Surveyors, Council authorisations and the instrument of sub delegations from the Chief Executive Office and the Municipal Building Surveyor.

Task analysis

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional
Performing clerical duties	✓		
Working on a keyboard	✓		
Driving cars and/or trucks		✓	
Manual handling			✓
Working in heights			✓
Wearing safety shoes/boots (steel cap)			✓
Working in wet/slippery conditions			✓
Working on building site			✓

Key selection criteria

- Certificate of registration as a Building Surveyor (unlimited) as issued by the Building Practitioners' Board.
- Proven ability to examine building permit applications, issue building permits and undertake mandatory inspections to ensure compliance.
- Demonstrated experience in performing inspections for the purpose of preparing reports or associated action under the Building Act 1993 and Building Regulations 2018 including essential services, swimming pools, enforcement, including prosecution proceedings.
- Proven ability to effectively operate as part of a multi-disciplinary team.
- Computer literacy and keyboard skills with experience using the building component of an organisation-wide computer system. Experience with the GEAC/Pathways package would be advantageous.
- A demonstrated commitment to achieving outcomes which project and further Council's corporate objectives.
- Ability to plan, prioritise and organise work within a set timetable and in an environment of change and resource constraint.
- Ability to understand legislation and regulations associated with building control including within the Local Government Building Control.
- Current driver's licence.
- Demonstrated knowledge and experience in OHS and Risk management legislation, processes, and practices and how they apply to Building Services and/or related disciplines.