

Position Description

Position Title	Deputy Municipal Building Surveyor
Position No	8099
Directorate	Planning and Environment
Department	Safer Communities
Unit	MBS – Building Services
Classification	Band 7
Reports to	Municipal Building Surveyor
Supervises	Building Technical Officer Cadet Building Surveyor Building Administration Officer
Reviewed by People and Wellbeing	March 2024

Our Shire

Located on the Country of the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples, the Macedon Ranges region is renowned for its landscapes and native forests, providing a unique regional identity. Macedon Ranges Shire Council embodies a caring, resilient approach to community through our robust local economy, protection of the natural environment and a collaborative commitment to inclusivity for all.

Position Objective

Provide effective and efficient building services balanced between the requirement for regulation and law enforcement, and the need to facilitate development and encourage residents, businesses and visitors to live, work in and enjoy the Shire.

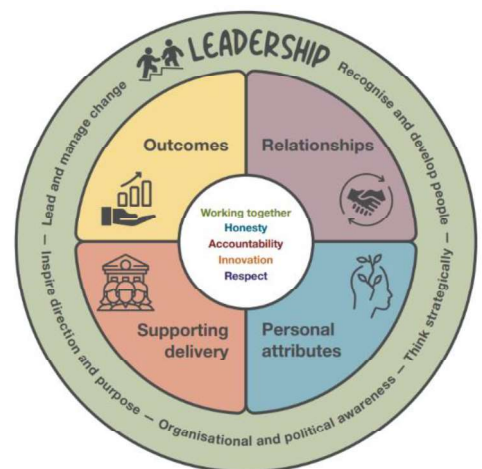
Key Responsibilities

- Manage the day to day workload and officer availability to ensure effective response to investigations, approvals, audits, telephone, email and counter enquiries, referrals and offsite inspections/callouts.

- Effective delivery and signatory of all services in building investigations, building control and enforcement, assessments, approvals, building and occupancy permits, inspections, audits and information according to agreed standards and key performance indicators.
- Provide technical assistance to other staff within the team, the Directorate and Council.
- Establishing and maintaining cooperative working relationships within the Directorate, Council and with external authorities such as the Victorian Building Authority, Fire Rescue Victoria, Victoria Police and WorkCover Authority.
- Lead, motivate and manage the team, including providing direction and day to day guidance and support to team members.
- Be accountable for the operational performance of the team and the delegation and resource allocation for effective service delivery.
- Actively build and maintain morale levels through open communication and activities that foster a sense of team unity.
- Ensure relevant training and career development opportunities are identified, implemented and applied through performance appraisals.
- Be a role model for the values and ensure that programs and services are aligned with the organisation's values.
- Ability to perform other duties related to the position as required in accordance with the multi-skilling provisions as per the Macedon Ranges Shire Council Enterprise Agreement.

Capabilities

The Macedon Ranges Shire Council Capability Framework describes the key behaviours that guide the way that we work. Rooted in our organisational values, the framework helps our people develop and excel in their roles, by providing a roadmap for performance and growth, and a shared sense of purpose.



Additional Information

- Appointment is subject to the successful completion of a National Police Check.
- All staff are required to actively contribute to creating and maintaining a safe workplace in accordance with Council's OH&S, Risk, Privacy and Child Safety policies as well as all related legislation and Acts.
- Current Victorian Drivers License.

Success Criteria

1. Proven ability to lead, develop and motivate a team.

2. Comprehensive knowledge of building legislative procedures and demonstrated experience in assessing building types typical of those within the Macedon Ranges Shire.
3. Experience in assessment, auditing and inspection of buildings.
4. Excellent writing skills and the ability to produce reports for direct reports, management and Council.
5. Experience in administration and enforcement of the Building Act, Building Regulations and relevant legislation in a Shire Council.

Accountability and Extent of Authority

- Freedom to manage resources is set by policies, objectives and budgets; actions taken may have a significant effect on programs or projects, or on public perception of the wider organisation.
- Freedom to provide specialist advice subject to professional and regulatory review; actions/advice may have a significant effect on clients or groups.
- Freedom to formulate policy is generally prescribed by a more senior position; quality of work can have a significant effect on policies being developed.
- Ability to have an input into policy development.

Judgement and Decision Making

- Ability to perform in a position which is essentially problem solving in nature.
- May involve identification and analysis of an unspecified range of options.
- Guidance is not always available within the organisation.

Specialist Knowledge and Skills

- Proficient in the application of a theoretical or scientific discipline in search of solutions to new problems and opportunities.
- Demonstrated analytical and investigative skills in policy formulation.
- Understanding of organisational values, and the legal and political context.
- Knowledge and familiarity of principles and practices of budgeting, accounting and financial procedures.

Management Skills

- Management skills to achieve objectives despite conflicting pressures.
- Able to implement personnel policies and practices including awards, EEO and OH&S policies, recruitment and selection procedure and techniques, position descriptions and staff development schemes.

Interpersonal Skills

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly defined activities.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.
- Ability to motivate and develop employees.

Qualifications and Experience

- Degree or diploma with several years' relevant experience or lesser formal qualifications with extensive experience.
- Professional registration as a Building Surveyor Limited (BS-L) or Building Inspector Unlimited (IN-U) with the Victorian Building Authority Building Practitioners Board.