

Position Title:	Senior Building Surveyor		
Position Code:	P152	Evaluated:	28/05/2018
Award Classification:	Band:	3	Level: 3
Salary System Grade:	Grade:	5	Minimum Level: 2
Approved:	S. Pope		Date: 04/06/2018

Primary Purpose of the Job

The Senior Building Surveyor is responsible for advice, assessment and implementation of consents issued for applications received by Council under the Environmental Planning & Assessment Act and related legislation, and the carrying out of critical stage inspections in regard to new building activity. The position will be required to function as a Principle Certifying Authority for all classes of buildings as an A1 Certifier on behalf of Council. The position is also required to provide timely and accurate advice to other professionals associated with this role.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this job is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:




1. Assess and report on a range of applications made under the Environmental Planning and Assessment Act, Local Government Act, Building Code of Australia and all associated Regulations, and relevant environmental planning instruments, policies, guidelines and development controls.
2. Provide accurate and timely planning advice to applicants, objectors and residents in response to building enquiries in a responsive manner and to present a positive image of Council and to progress applications to determination.
3. Attend Council, Committee or public meetings as required to advise on health & building issues.
4. Undertake critical stage inspections of new building work and manage building activity to ensure compliance with consents issued.
5. Investigate, document and provide responsible action in a timely manner to complaints about health & building matters, and prepare supporting evidence and draft legal documents and attend Court hearings on behalf of Council as an expert witness in building matters in consultation with Council's solicitors.
6. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This job requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	Accountability - Be responsible for own actions, act within levels of authority, and understand and apply legislation, frameworks and policies	<ul style="list-style-type: none"> ▪ Demonstrate accountability and set an example for others ▪ Support the consistent application of delegations of authority, legislative frameworks and policies ▪ Identify and implement safe work practices, and apply a systematic risk management approach to operations
	Collaboration - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals	<ul style="list-style-type: none"> ▪ Identify opportunities to work collaboratively to achieve the best outcomes ▪ Encourage collaborative relationships with team members ▪ Identify and remove barriers to collaboration, to encourage effective solutions
	Achievement – Achieve quality outcomes in line with organisational objectives	<ul style="list-style-type: none"> ▪ Identify resource needs and take responsibility for delivering quality outcomes within budget, acceptable standards and timeframes ▪ Consider team and organisational objectives when prioritising work ▪ Anticipate, identify and address process improvements and select the most effective solution

Key Tickets, Qualifications and Other Skills

1. A Degree in building surveying/construction management, or diploma in building surveying (or equivalent) with demonstrated relevant work experience.
2. A1 Certification under the Building Professional Board requirements or A2 Certification and substantial experience with a willingness to obtain an A1 Certification.
3. At least 5 years experience in local government building assessment.
4. Demonstrated ability and commitment to providing quality customer service including conflict resolution skills.
5. Demonstrated ability to work both independently and in a team, fostering an environment based on teamwork and collaboration, within a multidisciplinary environment.
6. Class C Drivers Licence.
7. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
8. Demonstrated **Advanced** key capabilities as defined in the Key Capabilities Table (above).