

	<b>Role Title: Building Development Certifier (A3+)</b>	<b>#100265</b>
	Accountable to: Coordinator Building Services	
<b>Primary purpose</b>	The primary purpose of the role is to provide effective building control in accordance with statutory requirements, policy and procedure to deliver the expectations of the community identified in Council's Community Strategic Plan.	
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Administer and enforce the Building Code of Australia, Environmental Planning &amp; Assessment Act and associated Regulations, Council's Local Environmental Plan, Development Control Plan, the Northern Rivers Development Control Manual, Public Health requirements along with Council's Local Laws.</li> <li>• Liaise effectively with all stakeholders to provide accurate advice, demonstrating exceptional communication and interpersonal skills.</li> <li>• Enforce compliance with Development Consents/ Construction Certificates and suggest appropriate legal remedies.</li> <li>• Represent Council as its expert witness on development matters in litigation and appeals through the Land and Environment Court.</li> <li>• Prepare reports in regard to Notice of Intent and Orders and follow through as determined.</li> <li>• Participate as a member of Council's Development Assessment Panel in the assessment of development related applications.</li> <li>• Investigate report on and maintain records of fire safety matters in accordance with the Building Code of Australia.</li> <li>• Prepare draft policy/procedure as directed by management.</li> <li>• Supervise building contractors commissioned by Council to carry out construction work so that they comply with 'best practice' building construction, the Building Code of Australia, WorkCover requirements and any other relevant legislation.</li> <li>• Carry out specific project investigations, evaluate tenders, assist in the compilation of design briefs, etc, for building related functions.</li> <li>• Effectively implement the statutes and Council policies with regard to the matter of development assessment including inspections, issue of notices etc, and complete written reports.</li> <li>• Assist in preparation of public advertising related to planning documents in accordance with Environmental Planning &amp; Assessment Act.</li> <li>• Demonstrate knowledge of analytical assessments by utilising geographical or other environmental data.</li> <li>• Investigate illegal land use activities in contravention of the Environmental Planning and Assessment Act 1979 or Regulations or Local Environmental Plan provisions and other statutory environmental legislation.</li> <li>• Enforce and monitor Council's statutory obligations under the Protection of the Environment Operations Act 1998.</li> <li>• Provide input into strategic land use planning process by making recommendations for alterations of plans and policies.</li> <li>• Flexible, adaptable and responsive to change, demonstrating a willingness to do what is required to deliver quality outcomes, within your skills, competencies and training.</li> <li>• Proactively participate as a team player to contribute towards the achievement of team goals and work objectives.</li> <li>• Work in a safe manner with regard for self/others and contribute to the implementation of Council's WHS policies, procedures, practices.</li> <li>• Ensure works comply with quality systems and relevant policies, procedures, practices and legislation.</li> </ul>	

	<ul style="list-style-type: none"> <li>Actively multi-skill across other areas of Council's works as required and apply a flexible and adaptable approach to deliver on Council's commitments outlined in our delivery and operational plans.</li> </ul>
Key accountabilities	<ul style="list-style-type: none"> <li>Provides a specialist service involving complexity, problem solving analysis and judgement, with guidance from supervisors.</li> <li>Ensures delivery of efficient, effective and quality outcomes and accurate information.</li> <li>Communicates effectively with the public, colleagues, other stakeholders in the provision of information and resolution of minor issues.</li> </ul>
Skills, knowledge & experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Tertiary qualification in Building Surveying or a related discipline, and Building Surveyor accreditation (or eligible for accreditation) under the Building Professionals Act at the level of A3 or higher</li> <li>Demonstrated practical experience</li> <li>Demonstrated knowledge of the Building Code of Australia, the Environmental Planning and Assessment Act and Regulation, and other associated codes and policies and their interpretation and application in a working environment</li> <li>Demonstrated ability to work effectively in a team environment and provide support to the staff in the building services section</li> <li>Demonstrated customer service skills and exceptional interpersonal and communication skills (oral/written) to deal with all stakeholders</li> <li>Demonstrated experience in the preparation and presentation of technical reports and submissions</li> <li>SafeWork Construction Induction Certificate (WHS White Card)</li> <li>Current Class C Driver Licence</li> <li>Demonstrated conduct aligned with Council's corporate behaviours supporting our values</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>Demonstrated computer skills in MS Word and Excel</li> <li>Demonstrated experience in the preparation and presentation of technical reports and submissions</li> <li>Demonstrated knowledge of work health and safety and risk management</li> <li>Ability to supervise staff and provide support to other staff within the department</li> </ul>
Values & behaviours	<p><b>VALUES:</b>  <b>Integrity and passion</b></p> <p><b>BEHAVIOURS:</b>  <b>We lead by example - We take responsibility - We do what we say - We embrace change - We are community focused - We are in this together</b></p>
Role description approved	<p>We, the undersigned, agree that the role description outlined above is accepted as appropriate for this position</p> <p>Employee Name: _____ Signature: _____ Date: _____</p> <p>Manager Name: Andy Edwards Signature: _____ Date: _____</p>