

POSITION DESCRIPTION	
Title:	Building Assessment Officer
Group:	City Development
Reports to:	Team Leader - Building
Grade:	18-19
Hours:	35
Vehicle:	Yes
Position Purpose	
<p>To assess and determine Development Applications, Construction Certificates and Complying Developments Certificates for all classes of buildings</p> <p>To act as an accredited certifier & PCA for Council assessing and determining construction certificates and complying development certificates and carrying out all relevant mandatory inspections in accordance with Legislation</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Relevant qualifications in Environmental Health & Building or deemed equivalent skills and experience. Accreditation with the Building Professional Board to a minimum A2 - Building Surveying Grade 2 • Extensive experience in relevant area of environmental health & building surveying • Excellent customer service, negotiating, written and verbal communication skills, public speaking & conflict resolution • Demonstrated knowledge of Local Government Act, Protection of the Environment Operations Act, Swimming Pool Act, EP & A Act, BCA and other relevant legislation • Excellent teamwork and interpersonal skills • Demonstrated supervisory, training, mentoring and coaching skills • Ability to apply experience and knowledge to sign development applications determined by BAO's for Class 1 & 10 buildings that comply with legislation and Council Policy • Ability to determine, assess and sign Construction Certificates and Complying Development Certificates in accordance with legislation and policy • Ability to interpret broad legislative issues and define policy requirements through the application of discretion, experience and knowledge 	

- Represent Council in Land & Environment Court and Local Court:
 - Appear as an expert witness and present Council's decisions in clear and structured manner
 - Have in-depth knowledge of the matters at hand
 - Represent Council in a professional manner
- Experience in using a quality management system or other business improvement initiatives
- Ability to use the Microsoft Office suite of software
- Current driver's licence

Desirable:

- Demonstrated knowledge of local government activities and responsibilities
- Membership of a relevant professional association

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Assessment and determination of Development Applications (DA) Construction Certificates, Building Certificates and Complying Development Certificates including signing responsibilities as an accredited certifier:

- Ensure compliance with building codes, Council regulations/policy, town planning requirements and environmental legislation
- Provide accurate and consistent advice to internal and external customers
- Attend pre-lodgement meetings and provide BCA advice where required
- Provide BCA advice to DA referrals
- Provide mentoring to staff on all aspects of Building assessment work

Inspections

- Ability to undertake the following activities, unsupervised, demonstrating integrity and acquired decision making skills to affectively assess:
 - All Building Inspections
 - Building Certificates for all classes of building
 - Compliance Certificates
 - Food Shop inspection and advise of the relevant Legislation
 - On-site sewage management inspections and approval
 - Health inspections
 - Legionella management

Provide supervision, coaching and guidance to staff:

Mentor junior staff and assist with the progression through the accreditation hierarchy

- Ensure staff are involved appropriately in decision-making and are informed of relevant decisions
- Implement a formal staff meeting structure, meet informally with staff and be available for comments and questions

- Ensure staff receive regular feedback regarding their performance and conduct formal performance and development reviews

Contribute to the overall management of the organisation:

- Implement and develop corporate Council policies and procedures
- Develop, implement and monitor forward strategic plans, annual management plans and budgets
- Develop and implement quality management systems and standard operating procedures that comply with legislation
- Consult with internal and external customers including Councillors, staff, residents, industry, media, contractors and government agencies
- Prepare and present Council, legislative, technical and performance reports to internal and external customers
- Maintain currency of professional expertise
- Develop, coordinate and arrange the annual fire safety provisions for building in Shellharbour and align the program within budgetary constraints
- Ability to manage and coordinate projects in consultation with team leader

Other duties as directed by management within the limits of skill, competence and training.

Adherence to Council's Codes and Policies.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Organisational Values

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety.