

POSITION DESCRIPTION	
Title:	Building Assessment Officer
Business Unit:	Statutory Planning and Certification
Reports to:	Principal Building Surveyor
Grade:	14
Position Allowances:	Nil
Hours:	35 hours per week
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	70176
Pre-placement Medical:	Not required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	October 2022
Date Reviewed:	July 2023
Position Purpose	
<p>To perform and support the assessment of development applications, local government applications, construction certificates, complying development certificates, compliance certificates, critical stage inspections and perform other functions in accordance with delegation authority approved by Council.</p> <p>To champion a customer focused approach that delivers enhanced outcomes for the Community and Council.</p> <p>To assist in supporting the procedural activities of the Environmental Health and Building Certification Team.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p>Essential:</p> <ul style="list-style-type: none"> • Hold or within 12 months of attaining qualifications in Building Surveying as recognised by sections 4, 5 or 6 of Schedule 2 of the Building and Development Certifiers Regulation 2020. • Current registration with NSW Fair Trading in any of the following classes: <ul style="list-style-type: none"> – Building inspector and actively working toward gaining a higher level of registration. – Building surveyor—restricted (class 1 and 10 buildings) (A3). • Ability in undertaking assessment of Complying Development Certificates, 	

Construction Certificates and undertaking critical stage inspections.

- Demonstrated ability to interpret and apply legislation, codes, standards and policies in the regulation of building and development matters.
- Demonstrated capacity to work autonomously and under supervision, whilst also demonstrating a high level of collaboration across a team and with key stakeholders.
- Proven customer service, negotiation, written and verbal communication skills, public speaking and conflict resolution skills.
- Computer literate with the ability to use software programs such as Microsoft Office suite and electronic record keeping management systems.
- Experience in using a quality management system or other business improvement initiatives.
- Current NSW Driver's Licence – Class C.

Desirable:

- Understanding of the process to assess building information certificates, and/or swimming pool compliance certificate.

Main Activities/Tasks

Undertake building certification work, including:

- Assess and determine Construction Certificates and Complying Development Certificates.
- Conduct critical stage inspections, document and report inspection results within scope of the role.

Undertake development and compliance certificate assessments, including:

- Assess and determine basic Building Information Certificates.
- Assist in undertaking inspections for swimming pool barriers, ensuring compliance with relevant statutory requirements.
- Assess and determine activity applications made under section 68 of the Local Government Act.
- Assess and determine development applications made for single residential developments (Class 1 & Class 10 buildings).
- Provide administration support in relation to the above activities.

Customer Experience

- Promote a positive image for Council through efficient and effective responses to customer enquiries and maintain records of interactions.
- Provide quality, consistent and accurate advice to internal and external customers in a timely manner.

Contribute to the overall management of the Organisation:

- Adherence to Council's codes and policies.
- Develop and maintain contacts with industry, professional, and government bodies.
- Assist the Principal Building Surveyor in improving the procedural day to day activities of the team.
- May be required to act in a more senior role.
- Actively participate in Integrated Planning and Reporting.

Risk Management

- Be aware of all potential risks that might arise in your area of activity and responsibility.
- Minimise Council's exposure to risks in so far as is reasonably practicable within your area of activity and responsibility.

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 Work Health & Safety (WHIS) purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- Be accountable for your behaviours in the delivery of your duties noted in the position and other functions relating to your role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.