



Building Regulation Team Leader

POSITION PROFILE

Division	Shire Planning	Status	Full time, permanent
Unit	Environment Health & Building	Salary Grade	
Reports to	Manager – Environment Health & Building	Reviewed	

STRATEGIC INTENT

1. Increased confidence levels

To ensure our community, employees and stakeholders believe in Council's ability to attract, recruit and retain an effective workforce able to meet our objective of creating a thriving community of active lives connected to nature.

2. Improved strength and sustainability

To ensure we evolve within our means, adapt to changing demands and provide best value from our limited resources creating a strong and sustainable future for our community through attracting, recruiting and retaining talent and successfully supporting industrial relations and workforce change.

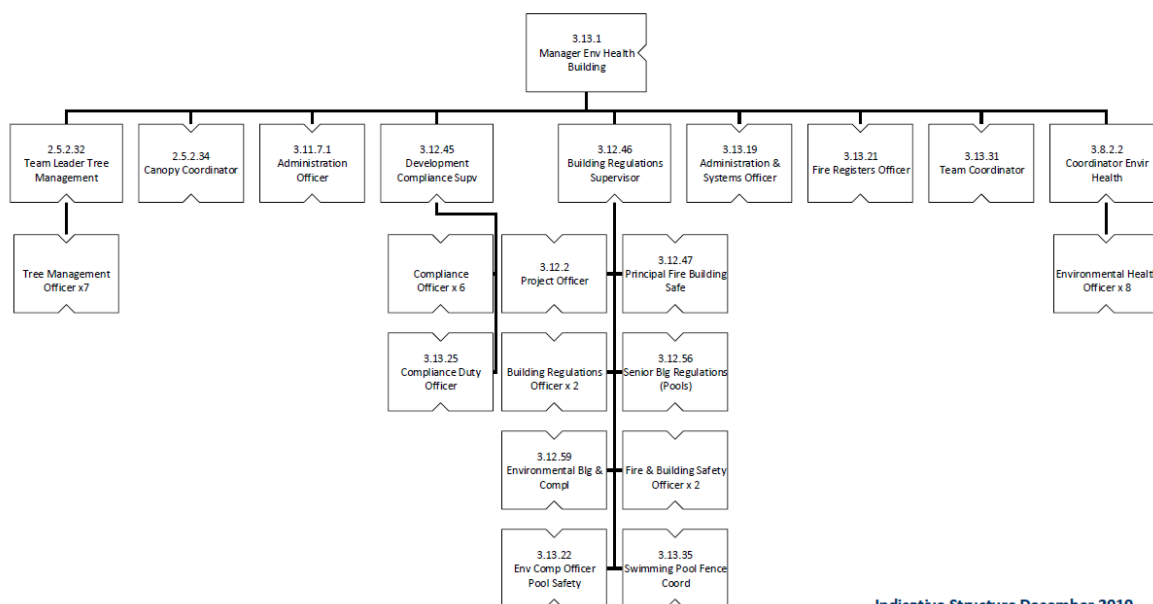
3. Improved Strategic Facilitation

To respect Council's role in providing value added services to the community now and in the future, by ensuring Council services evolve through open, informed and integrated strategic decision making with a focus on research, planning and performance management and measurement.

POSITION PURPOSE

This position is an integral part of the Environmental & Building Compliance Unit. The primary responsibility is to coordinate the operations of a multidisciplinary team which includes expertise from specialists in the areas of fire and building safety, development assessment and swimming pool safety. It is also necessary to liaise closely with the Development Compliance Supervisor and Manager to identify priority areas for environmental compliance and to improve processes.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Leadership Provide subject matter expertise. Provide leadership and coaching by creating an environment oriented to trust, open communication, creative thinking, and cohesive team effort. Lead and be responsible for delivery of all outputs and outcomes in relation to Team Core Functions, Processes and Activities by setting clear goals, standards and expectations and be accountable for the delivery of outcomes and behaviour.	<ul style="list-style-type: none"> - Progress is consistently measured and assessed, and feedback provided to team members about performance and behaviour
Strategic Planning To proactively contribute to the successful delivery of the Community Strategic Plan, Delivery Programme/Operational Plan,	<ul style="list-style-type: none"> - Successful delivery of outputs

	Desirable	<ul style="list-style-type: none"> • Experience as an expert witness in court • Extensive knowledge of Exempt and Complying Development Provisions within various Environmental Planning Instruments.
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CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> • Ability to provide the local community with quality customer service to meet expectations; • Sound oral and written communication and interpersonal skills; • Ability to use innovative thinking to resolve breaches of relevant laws applicable to local government, planning and environmental laws; • Commitment to continuous improvement; • Ability to work in a team situation to achieve goals; • Ability to deal with difficult situations and use discretionary skills to resolve problems in the best interest of the community and Council; • Ability to enforce laws and regulations while maintaining a positive image for the Council; • Ability to deal with persons at all levels within and external to the Council in a calm and professional manner. • Strong drive to organise and get things done with minimal supervision; • Ability to provide direction, exchange ideas, give guidance and set a positive example. ▪ Knowledge of their responsibility under the OH&S Act. ▪ Interpret and implement EEO Principles and Practices. ▪ Identify obsolete and inefficient practices and recommend changes where appropriate ▪ Awareness of Code of Conduct and Associated Policies ▪ Compliance with Council's Code of Conduct and associated policies ▪ Knowledge of appropriate legislation and codes ▪ Provide coordination, training, advice and support to the Unit to ensure prompt investigation and resolution of complaints with regard to local government, planning and pollution laws and any other compliance action. ▪ Ensure staff achieve appropriate output and quality performance targets. ▪ Where poor procedures or performance is identified address the issue in accordance with Council disciplinary policy. ▪ Provide direction and support to building regulations staff. ▪ Ensure workload is allocated fairly according to the adopted procedures and appropriate priorities set. ▪ Monitor workload information regularly and take prompt action to reallocate work when necessary. ▪ Rationalise the workload of staff by identifying key environmental breach areas and prioritising responses having regard to available resources. ▪ Oversee the updating of computerised Customer Request Management System (CRMS) ▪ Educate and train staff in the general and specific requirements of investigation and resolution of complaints with regard to local government, planning and pollution laws and any other compliance action.
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	<ul style="list-style-type: none"> ▪ Assist staff with the preparation of Notices, Orders, letters, Briefs of Evidence and Statements of Facts, to ensure all documentation is comprehensive and legible. ▪ Develop processes and implement procedures for dealing with difficult matters to ensure that they are resolved in a timely manner achieving the desired environmental outcome ▪ Provide complete and accurate information with regard to matters that are investigated ▪ Respond promptly to all complaints and requests requiring investigation/technical input ▪ Preparation of Hearing and Consideration reports following representations from Notice recipients. ▪ Ensure that staff provide technical referrals within set timeframes. ▪ Oversee the allocation and determination of building certificate (EP&A) and Compliance certificates (SPA). ▪ Set the strategic direction of Council approach to Swimming Pool Safety and Fire Safety in concurrence with the Manager ▪ To take appropriate action, including recommendations for legal action, when breaches occur. ▪ Exercise your delegated authority to determine to undertake enforcement action as required ▪ Provide detailed reports as necessary/directed on development for Mayor and Councillor Requests, Director and Manager ▪ Assist the Manager Environmental Building and Compliance with other duties when required including acting in the Manager's position if requested during periods of leave. ▪ Prepare and sign for, despatch, correspondence, liaise with other officers and provide information and services to those officers in other Divisions ▪ Represent the Council in appropriate courts and forums ▪ Participate in joint working parties with divisional Project Groups. ▪ Coordinate meetings with external applicants and staff to set the strategic direction of the team with a view to finalisation with positive environmental outcomes ▪ Provide accurate and reliable support to the Manager, and staff throughout the organisation.
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate – We are a united team. We work together to deliver great outcomes for our community ▪ Achieve- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community ▪ Respect – We communicate openly, act with integrity and are inclusive ▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Employees	Pool Safety Officers Principal Fire and Building Safety Officer Fire Safety Officers Building Regulation Officers (see Unit structure attached)
Delegations	<ul style="list-style-type: none"> • Delegations in accordance with the provisions of s378 of the Local Government Act 1993 (NSW) • Signing of Correspondence relating to the assessment process within the limits of your delegation. • Enter and inspect land and carry out inquiries as considered necessary in connection with the administration of relevant planning and local government laws within the Schedule of Delegated authority for the Environmental Services Division. • Prepare Notices and correspondence within the Schedule of Delegated authority for the Environmental Services Division.
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behavior Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

- 19 day month flexitime arrangements
- Attendance at some evening meetings with due notification from the Manager
- Overtime or time in lieu if available for work outside normal spread of hours with the agreement of the Manager
- Assist the E&BC Manager with other duties when required
- Wear corporate uniform
- Novated Lease arrangements available with this position