



Assessment & Certification – Building Surveyor / Certifier

POSITION PROFILE

Division	Shire Planning	Status	I.E. Full time, permanent
Unit	Development Assessment and Certification	Salary Grade	11-13
Reports to	Managers Assessment Teams	Reviewed	July 2018

STRATEGIC INTENT

This position is a flexible response to the changing customer service needs of the Assessment Teams. It has responsibilities for both certification and development assessment.

POSITION PURPOSE

To provide a high quality assessment, certification and inspection service that ensures the rights of the applicant and protects the broader interests of future residents and the general community.

POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Application and Certificate Assessment; Coordinate the processing and assessing of applications (both Development and Part 4A) in a professional manner and in accordance with the statutory provisions of the EP & A Act.	<ul style="list-style-type: none">▪ Timely determination of applications and certificates according to the appropriate KPI for fast track DA, CDC or CC
Construction Inspections; Undertake construction inspections for the unit to ensure compliance with approvals issued by councils and private certifiers	<ul style="list-style-type: none">▪ Applicants are advised of all matters in the relevant consent or certificate and there are no circumstances where matters have not been brought to the attention of the applicant.▪ All development is erected safely in accordance with the relevant consent or certificate.

	<ul style="list-style-type: none"> ▪ Unsatisfactory inspections are followed up and finalised in a timely manner ▪ All unsatisfactory finals are followed up until the Occupation Certificate can be issued.
To ensure that there are no unnecessary delays, liaise with applicants to ensure they are kept informed of progress of applications, construction and their obligations with respect to the approval. Provide clear up to date advice.	<ul style="list-style-type: none"> ▪ There are no instances of complaint from applicants about unnecessary delays or of not being kept informed
Issuing of all required documentation	<ul style="list-style-type: none"> ▪ Correctly prepare, issue and release required documents in a timely fashion.
Development in accordance with requirements	<ul style="list-style-type: none"> ▪ Timely issue of NOPO where required to encourage accountability for works and engage the assistance of Compliance Staff

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> • Accreditation or eligibility as an Accredited Certifier – Building Surveyor (Grade 3), or the ability to demonstrate that accreditation as A3 (minimum) is underway and reasonably imminent in accordance with the requirements of the current registering authority. • Drivers Licence
	Desirable	<ul style="list-style-type: none"> • Development Assessment skills in a Fast Track / Housing Team or equivalent
Experience or skills	Essential	<ul style="list-style-type: none"> • Practical experience in Part 4A application assessment and PCA construction inspections • Certification experience • Knowledge of the Building Code of Australia Volumes 1 and 2. • Knowledge of the Environmental Planning and Assessment and Local Government Acts and the • Computer skills for Microsoft office, also the ability to adapt to the introduction of new technologies – ie for mobile inspection recording • Effective customer relations and communication skill – both oral and written • Understanding of the principles of construction and construction methods • Demonstrated use of Australian Standards as they effect construction
	Desirable	<ul style="list-style-type: none"> • Knowledge and application of Sutherland Shire Local Environmental Plan or other Local Government equivalent

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and able to document these appropriately. ▪ Goals oriented: Works to achieve self-set goals, able to organise and prioritise adopting a case management approach to workload. ▪ Critical thinking: A positive aptitude for change ▪ Communication skills: good verbal and written communication skills combined with effective negotiations skills. ▪ Decision making: Preparedness to accept responsibility for decisions and workload. ▪ i
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborative - be open and welcoming, genuinely connect to others, include others, work together as one ▪ Active - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day ▪ Respectful – be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others ▪ Evolving – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker
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CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
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 Behaviour 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 occasional evening meetings with due notification from Managers Environmental Assessment Teams
- Overtime or time in lieu is available for work outside normal spread of hours with the agreement of the Managers, Assessment Teams