

JOB DESCRIPTION



Title: Building Control Cadet

Reports to: Building Control and Buildings Manager

Location: 96 West End, Kaikōura

Date: January 2021

Position Purpose:

To assist in the Council's delivery of building regulatory functions and to engage in training that will lead to a career as a fully qualified Building Control Official (BCO).

Areas of Responsibility:

Areas of responsibility for this position are identified in the following table. Key deliverables / expected results will be agreed from time to time with the Chief Executive Officer or their delegate.

Building Consent Inspections and Processing	<ul style="list-style-type: none">• Learn and carry out inspection booking, consent lodgement, inspections and application processing for building projects.• Learn and carry out other Territorial Authority duties such as illegal building work investigation, Compliance Schedule production and inspection.
Personal Development and Training	<ul style="list-style-type: none">• Participate in the National Diploma in Building Control surveying and other formal training as requested by the Building Control and Buildings Manager (the Manager).
Administrative Support	<ul style="list-style-type: none">• Coordinate site visits by other BCOs with clients.• Process and approve code of compliance certificate requests.• Undertake other administrative duties and special projects as directed by the Manager.
General Support	<ul style="list-style-type: none">• Accompany and assist BCOs and Building Control Team as required.
Health & Safety	<ul style="list-style-type: none">• Adhere to requirements of KDC health and safety systems.
Maintaining Competency	<ul style="list-style-type: none">• Maintain professional competency levels achieved in order to fulfil assigned functions.

Key Relationships:

Internal

- Building Control and Buildings Manager
- BCOs and Administration Officers
- Other Council Staff.

External

- Public
- Builders
- Other Councils
- Professional bodies.

Person Specification:

Skills & Experience	Essential	Desirable
Eagerness to learn and develop a career in Building Control	✓	
Confidence to deal with customers in a courteous and effective manner, being decisive and assertive where required	✓	
Ability to learn, understand and apply rules, regulations and legislation	✓	
Practical orientation with good ability to identify potential solutions to physical building problems	✓	
Sound verbal and written communication skills	✓	
NCEA Level 3 school qualification	✓	
A Tertiary qualification (NZQA level 6) or equivalent relevant experience within the building industry.		✓
Sound basic computer skills, capability or ability to learn Microsoft Word, Excel and other specialised systems.	✓	
Previous experience in or knowledge of building or construction work		✓

Required Competencies*

*These are the competencies typically expected of a BCO. It is recognised that an employee in a Cadet role may not initially possess them all, but would be expected to progressively address any gaps over time.

Deciding and Initiating Action	<ul style="list-style-type: none">• Takes responsibility for actions and projects• Takes initiative and works under own direction• Confidently makes quick, clear decisions which may include tough choices or considered risks• Aware of limitations of knowledge, willing to seek appropriate assistance when necessary
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Working with People	<ul style="list-style-type: none"> • Shows respect for the views and contributions of other team members • Shows empathy; listens, supports and cares for others • Is assertive when necessary • Consults others and shares information and expertise with them.
Presenting and Communicating Information	<ul style="list-style-type: none"> • Speaks fluently; expresses opinions, information and key points of an argument clearly, even in tense situations • Responds to the needs of an audience and to their reactions and feedback.
Writing and Reporting	<ul style="list-style-type: none"> • Writes convincingly; clearly, succinctly and correctly • Avoids the unnecessary use of jargon or complicated language • Structures information to meet the needs and understanding of the intended audience.
Applying Expertise	<ul style="list-style-type: none"> • Develops job knowledge and expertise (theoretical and practical) through continual professional development • High level of attention to detail.
Delivering Results and Meeting Customer Expectations	<ul style="list-style-type: none"> • Focuses on customer needs and satisfaction • Monitors and maintains quality and productivity • Strong focus on timeliness of outputs • Consistently achieves project goals.
Delivering Regulatory Compliance	<ul style="list-style-type: none"> • Facilitates regulatory compliance through consistent application of principles of engagement, education, enabling and enforcement in a manner that supports regulatory objectives and protects Council.
Adapting and Responding to Change	<ul style="list-style-type: none"> • Adapts to changing circumstances • Accepts new ideas and change initiatives • Adapts interpersonal style to suit different people or situations • Shows an interest in new experiences.
Learning and Researching	<ul style="list-style-type: none"> • Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive information to support decision making; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
Adhering to Principles and Values	<ul style="list-style-type: none"> • Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, encourages organisational and individual responsibility towards the community and the environment.

Following Instructions and Procedures	<ul style="list-style-type: none"> Appropriately follows instructions from others without unnecessarily challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role.
Coping with Pressures and Setbacks	<ul style="list-style-type: none"> Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.

Formal Qualification	Essential
A current, clean and full NZ car drivers licence	√
Possess a satisfactory Police Record	√
Must be eligible to reside and work in New Zealand	√

General:

As an employee of the Council you are required to:

- Be associated as required with Civil Defence Emergency Management or any exercise that might be organised in relation to the Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Respond to the changing needs of Council, performing other tasks as reasonably required.
- To ensure that Tikanga Maori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.