



Title: Building Control Officer

Reports to: Building Control and Buildings Manager

Location: 96 West End, Kaikoura

Date: May 2022

Position Purpose:

The purpose of this position is to assist Council with meeting its obligations under the Building Act 2004, the NZ Building Code and relevant standards to ensure customer needs and statutory requirements are fulfilled. Assist in the application and monitoring of the legal provisions relevant to building control activities and responsibilities of the Building Team. Conducting internal audits as may be required and provide technical leadership in those areas identified in the skill matrix developed for Building Consent Authority Accreditation.

Areas of Responsibility:

These tasks are not recorded in order of importance. Key deliverables / expected results will be agreed with the Building/Regulatory Manager on a regular basis.

Consent Processing	<ul style="list-style-type: none">• Processing Building Consent applications, COA applications in accordance with all aspects of the Building Act, the Building Code/Standards.• Compile accurate draft Compliance Schedules• Ensure that allocated building consenting work is completed within required timeframes.• Providing guidance for customers and deal with technical enquiries.• Contribute to the agreed objectives of the Building Team.• Maintain competency and CPD.• Assist the BCA in preparation for two yearly accreditation requirements including carrying technical audits as needed.• Develop any further competencies required to fulfil position
Inspections	<ul style="list-style-type: none">• Carrying out inspections of building work in progress through to the issue of a Code Compliance Certificate and if applicable, Compliance Schedules to ensure compliance with the building consent documents, the Building Act and Building Code.

	<ul style="list-style-type: none"> • Carry out Compliance Schedule inspections to support production of compliance schedules. • Providing guidance for customers. • Investigate and resolve consented building related technical enquiries or on-site enquiries. • Carry out Territorial Investigations and any necessary follow up work. • Assist the BCA in preparation for two yearly accreditation requirements including carrying technical audits as needed. • Maintain competency and CPD. • Develop any further competencies required to fulfil position
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 B&BM.
General Support	<ul style="list-style-type: none"> • Accompany and assist BCOs and Building Control Team as required.
Maintaining Competency	<ul style="list-style-type: none"> • Maintain professional competency levels achieved in order to fulfil assigned functions.
Health & Safety	<ul style="list-style-type: none"> • Adhere to requirements of KDC health and safety systems.
Budget	<ul style="list-style-type: none"> • None
Delegations	<ul style="list-style-type: none"> • Delegated authority as per delegation's manual.

Key Relationships:

Internal

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

External

- Public
- Builders
- Other Councils
- Professional bodies.
- MBIE/IANZ

Formal Qualification and Training	Essential
A Tertiary qualification (NZQA level 6) or equivalent relevant experience within the building industry or working towards Regulation 18.	✓
Full clean current car drivers Licence.	✓
Applicants must be permanently eligible to work in New Zealand to apply for this job.	✓

Key Competencies/Knowledge/Skills/Experience	Required
At least 5- 10 years' experience in the building/construction industry, preferably in a wide variety of New Zealand building projects. This could be experience in design, draughting, plumbing, drainage, construction, construction supervision or any combination of above.	✓
Suitable experience within a Building Consent Authority or similar in New Zealand.	✓
A comprehensive working knowledge of the Building Act, the Building Consent process, Building Regulations, the New Zealand Building Code, New Zealand and Australian Building Standards, manufacturer's specifications and related approved documents, or equivalent international knowledge.	✓
Ability to make appropriate decisions with regard to the building code performance clauses, using sound judgement, comprehensive research & clear reporting techniques.	✓
Willingness to confidently make appropriate decisions and take responsibility for them. Awareness of limitations of knowledge, and willingness to seek appropriate assistance when necessary.	✓
Working knowledge of Microsoft Office suite	✓
Able to prepare complex and technically sound reports and documentation.	✓
Customer and Stakeholder Focus <ul style="list-style-type: none"> • Responds to customer needs promptly, accurately and efficiently within agreed timeframes. • Keeps the customer up-to-date and informed of progress. 	✓
Communication <ul style="list-style-type: none"> • Shares information across the unit and the wider organisation. • Communicates in a clear and constructive manner both verbally and in writing. • Ability to convey information and ideas to a wide range of people, utilising a range of techniques • Effectively resolves conflicts with customers. • Shows empathy and compassion and demonstrates personal resilience when dealing with customers in challenging circumstances. Approachable, open minded, assertive, and confident.	✓
Working Collaboratively <ul style="list-style-type: none"> • Acknowledges others' experiences and ideas in the need for co-operative work. • Builds and maintains productive internal relationships • Liaises with other parts of the Council as required to meet customer need. 	✓
Self-Management / Focus on Results: <ul style="list-style-type: none"> • Ability to cope with a heavy workload, work without supervision on multiple projects, and to prioritise tasks and meet deadlines • Committed to achieving internal productivity targets Takes responsibility and accepts accountability for own actions within a defined role.	✓
Problem Solving <ul style="list-style-type: none"> • Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available. Confidence and ability to make sound and legally defensible decisions and be accountable for them. • Seeks relevant information and draws sound inferences from that information • Proactive in introducing and supporting improvements through change Confidence and ability to make sound and legally defensible decisions and be accountable for them.	✓

General:

As an employee of the Council you are required to:

- Be associated as required with CDEM 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.