



Title: Building Control Manager

Reports to: Senior Manager Operations

Direct Reports: up to 5

Location: 96 West End, Kaikoura

Date: November 2022

Position Purpose:

- To undertake building control functions and provide leadership of Council’s Building Control Team
- To contribute to the organisation’s broader strategic directions by being an effective member of the Leadership Team

Areas of Responsibility:

These tasks are not recorded in order of importance. Key deliverables and expected results will be agreed with the Chief Executive Officer from time to time as determined by the Chief Executive Officer.

Building Consent Inspections and Processing	<ul style="list-style-type: none"> • Undertake inspections and processing for building consents and other associated processes.
Building Control Authority	<ul style="list-style-type: none"> • Support the CEO to help Council maintain its Building Consent Authority accreditation and be responsible for quality management and supporting compliance with the requirements of regulation 17 of the Building Act.
Leadership	<ul style="list-style-type: none"> • Provides direction, empowers, motivates and develops others in order to achieve business unit and organisational goals. • Is a role model for our shared values. • Ensure that people policy and practices are consistently observed and implemented and that opportunities exist for ongoing professional growth and development. • Lead team members to ensure high performance culture & address any issues impacting team or individual performance in accordance with relevant policies.

	<ul style="list-style-type: none"> • Help drive culture change through outstanding customer focussed approach and process improvement.
Health & Safety	<ul style="list-style-type: none"> • Responsible for providing a safe work environment, implementing KDC health & safety systems, encouraging employee participation & striving for continuous improvement in health and safety.
Budget	<ul style="list-style-type: none"> • Accountable and responsible for managing a budget of circa \$500,000.
Delegations	<ul style="list-style-type: none"> • Delegated authority as per Delegations Manual and Procurement Policy.

Key Relationships:

Internal

- Elected Members
- Executive Team
- Leadership Team

External

- Ratepayers, residents and the public
- Iwi
- Council solicitors and consultants
- Developers, property managers
- Central government departments
- Community Interest Groups
- Other local authorities

Person Specification:

Skills & Experience	Essential	Desirable
Current competencies in respect of building consent inspections and processing for R1, R2, R3, C1 and C2	√	
At least 5 years' experience as a qualified Building Control Officer	√	
High level of understanding of the Building Act and Regulations	√	
Experience of leading a team		√
Advanced knowledge of MS Office suite		√
Ability to understand and interpret legislation	√	
Excellent Interpersonal and communication skills including proven ability to build strong relationships with a range of people and stakeholder groups, and an aptitude for defusing tense situations	√	

Required Competencies:

Applying Expertise and Technology	Applies specialist expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.
Delivering Results and Meeting Customer Expectations	Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.
Learning and Researching	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).
Planning and Organising	Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.
Leading and Supervising	Provides others with a clear direction; motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.
Relating and Networking	Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
Adhering to Principles and Values	Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.
Coping with Pressures and Setbacks	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

General:

As an employee of the Council you are required to;

- Be associated as required with Civil Defence Emergency Management (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.