



**Title: Building Control Administration Officer (Full-Time)**

**Reports to: Building Control Manager**

**Direct Reports: NIL**

**Location: District Council Offices, 96 West End, Kaikoura**

**Date: June 2022**

**Position Purpose:**

To provide administrative support to the Building Control Team

**Areas of Responsibility:**

As follows, but not recorded in order of importance. Key deliverables and expected results will be agreed with the Building Control Manager from time to time.

<p>Building Consent Application Administration</p>	<ul style="list-style-type: none"> <li>• Effective and timely responses are provided to inquiries, either directly or by referring inquiry to another party.</li> <li>• Applications for Building Consents and Code Compliance Certificates are efficiently received, vetted, allocated and administratively processed, requesting further information where necessary and entering appropriate information into relevant documents and systems.</li> <li>• Allocate and book Building Consent Inspections as required.</li> <li>• Maintain registers, reports and files relating to lapsing (1 and 2 year) decision processes.</li> <li>• Create invoices, credit notes and approve purchase orders as directed and required.</li> </ul>
<p>Co-ordinate the issue of Project Information Memoranda</p>	<ul style="list-style-type: none"> <li>• Circulate Project Information Memoranda to all relevant personnel as required.</li> <li>• Gather all information necessary to provide the Project Information Memoranda to satisfy s34 of the Building Act 2004.</li> </ul>

Reporting	<ul style="list-style-type: none"> <li>• Provide the Building Control Manager with all relevant information for monthly BCA and Council meetings.</li> <li>• Provide information to external organisations as directed and required, e.g. statistical and floor plan information to MBIE, Quotable Value.</li> </ul>
General Administrative Support	<ul style="list-style-type: none"> <li>• Distribute daily incoming mail to the correct file/person including reactivating files on "hold".</li> <li>• Ensure that documents are filed correctly after instigating any action required or distributed to the correct person for reply.</li> <li>• Assist in the preparation of letters and other documents as required.</li> </ul>

**Key Relationships:**

- Building Control Officers
- Builders, contractors and consultants
- Property owners and developers
- Government agencies
- KDC Customer services, planning, finance and engineering staff

**Person Specification:**

Skills & Experience	Essential	Desirable
Strong computer skills and knowledge e.g. MS Office suite	√	
High level written and verbal communication skills	√	
Ability to perform a range of tasks to a high level and within timeframes	√	
Experience of working collaboratively	√	
Experience of working with a strict process framework		√
Knowledge and or experience with the Building Act 2004		√
Clean Drivers Licence		√

**Required Competencies:**

Deciding and Initiating Action	Takes responsibility for own actions and ensures commitment to continuous improvement
Working with People	Shows respect for the views and contributions of all customers, shows empathy; listens, supports and cares for others.

Presenting and Communicating Information	Presents and communicates effectively.
Writing and Reporting	Effective writing and reporting skills.
Delivering Results and Meeting Customer Expectations	Always focuses on delivering results and meeting customer expectations.
Learning and Researching	Undertaking any training needs identified as required and keeping up with professional development.

**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 this 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.
- 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.