

**ROLE DESCRIPTION**  
**May 2022**

**Title & Reporting Relationships**

**Position Title:** **Building Officer, Apiha Whakaū Whare, Building Team, Regulatory Services Group**

**Warranted role**

**Grade:** SP14-17\*  
*\*appointment will be made pending skills and experience*

**Reports to:** Team Leader Building Approvals or Building Inspections  
Team Leader

**Direct Reports:** Nil

**Purpose of the Group and the Position:** **The Regulatory Services Group** is made up from: Environmental Standards; Resource Consents and Compliance and Building. The teams work collaboratively to ensure effective planning, organisation, management and leadership for regulatory functions is provided in an efficient, effective, sustainable and customer friendly manner in compliance with relevant legislation and in accordance with Council's social and environmental policies.

Within this Group the Building Officer role works within the Building Team to provide professional and technical advice to the Council's customers and also provides an important interface between the Council and stakeholders. The Building Officer role assesses applications for building consent and inspects to ensure compliance with the building consent. The role also undertakes and supports other functions under the Building Act, including ensuring compliance with the Act and supporting building regulations.

**Indirect Reports:** Nil

**Internal Customers:** This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:

- Team Leader Building Approval/Inspections
- Building Manager
- Group Manager Regulatory Services
- Other members of the Building Team
- Building Consent Authority Contractors
- Building Consent Authority Quality Officers

- Other staff from across Council, in particular Customer Services Planning/Resource Consents team and Environmental Standards.

**External Customers:**

- All customers of the Building team
- Representatives from other local authorities
- Architects
- Draftspersons
- Designers
- Building contractors
- Developers
- Property Owners

### KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

### Functional Key Results

#### Technical

The Building Officer ensures the delivery of services meets the requirements of the Building Act 2004 and the Building (Accreditation of Building Consent Authorities) Regulations 2006, (regulations). Procedures are to comply with the Quality Assurance System (QAS) for both Building Consent Authority (BCA) and Territorial Authority (TA) functions.

All members of the Building team will contribute positively and effectively to the operation of the Team by:

- Providing advice to members of the public, building consent applicants, and building owners.
- Providing professional and timely processing of Building Consent applications to confirm compliance with the Building Act and Building Code.
- Reclassifying building categorization of building consent applications if appropriate.
- Obtaining review of work that is outside their current assessed competencies.
- Providing professional and timely inspection of buildings to confirm compliance with the building consent on reasonable grounds.
- Carrying out preliminary checks (vetting) of new building consent applications for completeness.
- Maintaining team computer database of building consent activities, recording reasoning for decisions.

- Recording time spent on activities as may be required.
- Undertaking enforcement actions under warrant.
- Undertaking audit inspections as may be required.
- Accurate application of the statutory time clock.
- Advising customers as appropriate when further information is required and ensuring such communication is formally recorded by letter to the customer and filed for future reference according to the team's QAS. Ensuring appropriate and timely follow up is carried out.
- Be pro-active about suggesting and implementing improvements to the QAS and other processes as part of continuous improvement.
- Providing timely technical responses to Service Requests logged with Council.
- Liaising with staff within the Building Team, Customer Services and other staff as appropriate within Council.
- Undertaking any other duties in conjunction with the role as may be required from time to time.

### **Legislative Compliance**

- Effectively undertake assigned functions in accordance with the council's QAS to ensure the council's ongoing accreditation as a BCA
- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
- Effectively undertake assigned duties in accordance with the council's obligations as a territorial authority as prescribed under the Building Act.

### **Project Management**

- Effectively manage assigned projects to ensure delivery on time and within budget
- Monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

### **Customer Services**

- Provide advice/guidance to customers about how they can achieve their objectives in a way that meets statutory requirements
- Provide technical information in a helpful manner for internal and external customers.
- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner, which promotes customer service excellence and demonstrates organizational values
- Maintain confidentiality at all times.

### **Teamwork**

- Participate willingly and positively in the orientation and training of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable on-going quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

### **Financial Management**

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

### **Monitoring and Reporting**

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

### **Relationship Management**

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

### **Information Management**

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.

### **Personal Key Results**

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

### **Health and Safety**

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

### **Essential Skills, Knowledge and Experience**

- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organisation.

- Demonstrate excellent communication skills, both oral and written with ability to communicate with, and be sensitive to the needs of people.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member
- Demonstrated appropriate skill levels and experience in “reading” building plans and specifications.
- Logical thinker and able to reach reasoned decisions and exercise judgment.
- Demonstrated appropriate levels of computer skills and ability to quickly become competent in Council’s current information and document management systems: Microsoft suite, MagiQ, RAD and GoGet.
- Excellent numeric skills and demonstrate high level of accuracy.
- Hold a current and valid New Zealand driving license without restrictions.
- Demonstrated awareness and understanding of Māori perspectives and issues particularly in the context of the Council environment.
- Ability to work unsupervised and as an effective team member.
- Able to review and supervise another’s work within the limits of own competency
- Once qualified, able to carry out competency assessments of others within the limits of own competency
- Strong organizational skills with ability to pay close attention to detail.
- A sound working knowledge of, or willingness and ability to become familiar with, building consents procedures, to ensure that Council meets its obligations in terms of administering the Building Act, Building Regulations, and other associated statutes.
- Competency in and demonstrated knowledge of the Building Act 2004, NZ Building Code, Approved Documents and the relevant NZ Standards.
- Contribute to KCDC’s accreditation and operation as a building consent authority.
- Has understanding of quality assurance principles, policies and procedures and office systems and processes.
- Maintain confidentiality at all times.

In addition to the above skills and knowledge, the following qualifications and experience apply.

Grade 14	Entry Level	Median Level
Qualification	NZ qualification under Regulation 18; Or be working towards an appropriate qualification, Or willing to become qualified.	Qualification that meets Regulation 18 (partial completion acceptable)
Competency	May have no assessed competency at entry level	Competent in 3 building categories in either inspection or processing
Experience	5 years building sector experience (if no Regulation 18 qualification.) Customer service experience (doesn't need to be industry specific) preferred	At least 2 years in building control
Examples	<ul style="list-style-type: none"> <li>• A graduate, with no relevant work experience, and been in a front-line job whilst studying (entry level)</li> <li>• A person who has worked in the building sector for a minimum of five years enrolled or about to enroll in a relevant qualification (entry level).</li> <li>• A person who has worked at MBIE in the building governance/legislation/regulation sector, with willingness to enroll in a relevant qualification that satisfies Regulation 18 (entry level).</li> </ul>	

Grade 15	Entry level	Median Level
Qualification	Qualification that meets Regulation 18	Qualification that meets Regulation 18 Qualification (or enrolled) in assessment unit standard

Competency	Competent in 3 building categories in either inspection or processing	Competent R1 all aspects (assessment and inspection) and 3 areas at higher levels
Experience	Minimum 2 years in building control	Minimum 3 years in building control May have NZ building sector experience or Other regulatory and/or legislative experience.
Examples	<ul style="list-style-type: none"> <li>A person who has worked in a BCA for at least 2 years, with a relevant qualification that satisfies Regulation 18.</li> </ul>	

Grade 16	Entry level	Median Level
Qualification	Qualification that meets Regulation 18 Qualification (or enrolled) in assessment unit standard	Qualification that meets Regulation 18 Qualification in assessment unit standard May have some specialist training
Competency	Competent R1 all aspects and 3 areas at higher levels. Competencies across both processing and inspections or other experience and expected to attain competency quickly	Competent R1-3 and C1-2 all aspects (assessment and inspection)
Experience	Minimum 4 years in building control	5 or more years in Building control
Additional skills	<ul style="list-style-type: none"> <li>No supervision required for any part of the work</li> <li>Work independently</li> </ul>	
Examples	<ul style="list-style-type: none"> <li>Has worked for a BCA or BCAO and is considered experienced (senior). Is qualified and competent.</li> <li>Very experienced BO with qualification. May not have current competency in processing and/or inspections upon recruitment but has had previously, and the expectation that will come up to speed quickly.</li> <li>Has significant experience in the building sector and worked as an IANZ or MBIE technical auditor and has had previous experience as a BCO.</li> </ul>	

Grade 17	Entry level	Median Level
Qualification	Qualification that meets Regulation 18	Qualification that meets Regulation 18 plus Additional relevant qualification, or Advanced specialist qualification
Competency	Competent R1-3 and C1-2 all aspects (assessment and inspection, Building or plumbing & drainage), or Specialist/expert	Competent in all building categories for Approvals and Inspections, or Specialist/expert.
Experience	Minimum 5 years in building control Recognised as a specialist in a technical discipline and named as a Technical Specialist in the QAS Recognised as an expert in code clause areas related to R3 and C3 and named as a Technical Specialist in the QAS	Minimum 5 years in building control or as practitioner in field of expertise.
Additional skills	<ul style="list-style-type: none"> <li>No supervision required for any part of the work</li> <li>Work independently</li> <li>Provide technical guidance/leadership to staff and contractors in relation to certain aspects of the Building Code/Act.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Provide technical leadership in the form of advice and support on decisions made by other employees and contractors</li> </ul>
Examples	<ul style="list-style-type: none"> <li>• Very experienced BO named as 'Technical Leader' under the accreditation regulations</li> <li>• Fire or Structural CPEng</li> </ul>

In the above table building categories are as defined in the National Competency assessment framework R1-3 and C1-3.

In addition, competencies may be split between approvals and inspections and between building and plumbing and drainage.

#### **OTHER INFORMATION**

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

#### **Civil Defence Duties**

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

#### **Performance Review**

Performance in this position will be assessed in terms of an agreed performance plan.