



## Position Description

### Senior Building Surveyor

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#### Position Profile

<b>Last review:</b>	May 2024	<b>Position number:</b>	MPC010
<b>Directorate:</b>	Planning, Sustainability and Compliance	<b>Reports to:</b>	Manager, Building Certification & Compliance
<b>Department:</b>	Compliance	<b>Status:</b>	Permanent, Full time
<b>Salary group:</b>	Salary group O		

#### Position Purpose

Reporting to the Manager Building Certification Services you will undertake the function of a building certifier for the Waverley Local Government area and provide an outstanding quality service and practice in the delivery of building certification and compliance services to internal and external customers.

In this role you will provide mentoring staff and a high level of advice to management and Council. The provision of Building Certification Services within the Waverley Council Area is a regulatory function offering the assessment and management of construction certificates, complying development certificates, Subdivision Certificates and Occupation Certificates, and undertaking the Principal Certification role for applicants to a high level of customer services and ensure consistent and accurate application legislative requirements and good building outcomes.

As a senior member of the team, you will undertake the work and activities of the team and in conjunction with other team members and ensure that the team consistently works to meet its targets and commitments against their individual or teamwork or performance plans and Council's Operational and Strategic Plans.

You will assist to lead and inspire the team, coach, and develop staff, facilitate partnerships across Council and help solve problems and resolve issues, and model achievement of goals and commitments.

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#### Main outcomes



1. Be a team player at a senior level undertaking the following functions:
  - Assessment and certification of development post consent certificates.
  - Assessment and certification of complying development certificates.
  - Undertaking the Principal Certifying Authority role on behalf of Council
  - Assessment and issue of Building Certificates under the EP&A Act 1979.
  - Swimming Pool certification and participation in the Swimming Pools Compliance program.
  - Assessment of applications made under the Local Government Act and Roads Act 1993
  - Provision of internal and external specialist building advice, including development application referrals.
  - inspect existing buildings in relation to fire safety and prepare fire safety orders.
2. Ensure the abovementioned functions of Council are undertaken consistently, without bias, and in a prompt and effective manner.
3. Ensure all application assessments meets statutory obligations and is fully documented.
4. Maintain constructive liaison with Planning and Assessment team in the management of non-compliant and unauthorised building works.
5. Promote a professional and positive image of Council by demonstrating Council’s values and maintaining a strong, proactive focus in which internal and external customers are provided excellent customer service and Merits are managed in a timely and effective manner.
6. Keep abreast with current information, trends, and developments in the industry
7. Work in collaboration with all stakeholders.
8. Assist in the review, development, updating and executing operational policies, procedures, goals, and business plans that ensure relevance, effectiveness, and compliance with regulation.

## Core capabilities.

<b>Customer service</b>
<ul style="list-style-type: none"> <li>• Understanding the customer's needs and perspectives.</li> <li>• Meeting and where possible exceeding the expectations of internal and external customers through quality customer service.</li> </ul>
<b>Systems, critical thinking, and decision making</b>
<ul style="list-style-type: none"> <li>• Critically examining work and activities, considering alternative points of view, and approaching an issue as it relates to different stakeholders.</li> <li>• Achieving desired outcomes by evaluating and identifying all options.</li> </ul>
<b>Project management</b>
<ul style="list-style-type: none"> <li>• Understanding projects and their broader implications to Waverley’s plans.</li> </ul>
<b>Communication &amp; people skills</b>
<ul style="list-style-type: none"> <li>• Expressing ideas clearly with internal and external customers. Listening thoughtfully and building collaborative, respectful relationships.</li> </ul>
<b>Sustainability</b>
<ul style="list-style-type: none"> <li>• Working within Council’s sustainable policies and procedures and identifying areas of potential efficiencies.</li> </ul>
<b>Business performance reviews</b>
<ul style="list-style-type: none"> <li>• Identifying and suggesting opportunities for improving work practices.</li> </ul>
<b>Risk management</b>
<ul style="list-style-type: none"> <li>• Identifying and reporting risks or threats to Council's operations or reputation.</li> </ul>



## Skills, knowledge, and experience

Essential Criteria	
<ol style="list-style-type: none"> <li>1. Tertiary Qualifications in building surveying, building compliance or related discipline and 3 Years or more demonstrated relevant experience.</li> <li>2. Registered Building Surveyor with NSW Fair Trading – restricted all classes of buildings (formerly A2).</li> <li>3. Knowledge and understanding of local government building regulation, development.</li> <li>4. Control, swimming pool safety and protection of the environment functions and services.</li> <li>5. Sound knowledge of the regulatory functions within the Environmental Planning and Assessment Act 1979, Local Government Act 1993, Swimming Pools Act 1992, Protection of the Environment Operations Act 1997, Food Act 2003, Building and Development Certifiers Act 2018 and Regulation 2020 , Boarding Houses Act 2012, Building Products (Safety Act) 2017 , Building Professionals Act 2005 Design and Building Practitioners Act 2020 (DPB Act) and the Residential Apartment Buildings (Compliance and Enforcement Powers) Act 2020 (RAB Act ) and relevant other legislation.</li> <li>6. Ability to communicate effectively with people at all levels and to establish and maintain interpersonal relationships.</li> <li>7. Ability to exercise delegation of authority and to operate effectively with limited direct supervision.</li> <li>8. Ability to thoroughly research, assess and determine regulatory matters, negotiate, and develop solutions to achieve satisfactory outcomes.</li> <li>9. Always holds a valid Class C drivers’ licence.</li> <li>10. Demonstrated computer literacy skills.</li> <li>11. High quality communication and report writing skills.</li> <li>12. Demonstrated commitment to customer service.</li> <li>13. Knowledge and commitment to EEO, WH&amp;S and the principles for a culturally diverse society.</li> <li>14. Commitment to ethics, probity and transparency in decision making.</li> </ol>	
Desirable Criteria	
<ol style="list-style-type: none"> <li>1. Post Graduate qualifications in building surveying, civil or structural engineering or related discipline.</li> <li>2. Demonstrated mediation, negotiation, and conflict resolution skills.</li> <li>3. Advanced skills in use of Microsoft software programs and Council property type information and land management systems.</li> <li>4. Extensive knowledge and experience in preparation of statements and evidence for Court matters and representing Council in Court.</li> <li>5. Registered Building Surveyor with NSW Fair Trading – unrestricted all classes of buildings (formerly A1).</li> </ol>	

## Corporate obligations

<b>Employees:</b>	0
<b>Budget:</b>	Nil
<b>Delegations:</b>	Refer to Council’s Delegation Register
<b>Workplace Health and Safety:</b>	<b>Workers</b> have overall responsibility, accountability, and authority to ensure their workplace is a healthy and safe workplace for all workers. In addition to responsibilities noted in their position description, workers will have the following work health and safety (WHS) responsibilities:



	<ul style="list-style-type: none"><li>• Participate in the implementation of WHS information within Council's Safety Management System (SMS)</li><li>• Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations.</li><li>• Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Workplans</li><li>• Wear personal protective equipment and follow safe work procedures, where relevant</li><li>• Report all hazards, near misses, and incidents as soon as practical to Manager, Supervisor or Team Leader and no later than 24 hours following the event, and</li><li>• Participate in incident investigations and risk assessments within 24 hours of notification.</li></ul>
<b>Code of Conduct:</b>	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
<b>Records Management:</b>	Comply with Council's Records Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal, or destruction.
<b>Equal Employment Opportunity:</b>	All employees are responsible for adhering to Council's Equal Employment Opportunity Management Plan including understanding and commitment to EEO.