

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

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| Title: | Municipal Building Surveyor |
| Business Unit: | Planning & Development (SGSC) Planning, Building and Health (MSC) |
| Reports to: | Manager Planning & Regulatory Services (SGSC) Planning, Building and Health (MSC) |

Position Summary:

The position requires a flexible practitioner who can cope with changing situations and ability to positively participate effectively in a team environment. The position may involve providing MBS service to other surrounding Councils.

As Municipal Building Surveyor at Southern Grampians Shire Council, the purpose of this leadership role is to achieve an efficient and pro-active building unit with a strong emphasis on customer service. Reporting to the Manager Planning and Regulatory Services the position provides high quality advice to the executive and Council on building legislation and building matters.

Organisational Relationship

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|--------------------|--|
| Reports to: | Manager Planning and Regulatory Services (SGSC) Manager Planning, Building and Health (MSC) |
| Internal Liaisons: | Executive Leadership Team Senior Leadership Team Regulatory services team Other Council staff |
| External Liaisons: | Members of the public Government Agencies Businesses |

Position Objectives:

To lead a customer focused building service team that provides an efficient, timely and professional response process for service delivery including the assessment of

building applications, inspections, stakeholder engagement, development of policies, improvement of service levels and standards in regard to the Building functions.

To provide effective administration and enforcement of the Building Acts and Building Regulations, all other statutes, regulations and local laws relating to the construction, demolition or maintenance of buildings within the Southern Grampians Shire Council

Key Responsibilities

- Provide leadership to members of the Unit, and delegate authority and accountability to individual Unit members as appropriate;
- The incumbent will exercise powers in accordance with Council resolutions, as the Municipal Building Surveyor and as outlined in Council's deed of delegation.
- Undertake core building functions such as assessment of building permit applications, carryout mandatory and other required inspections,
- Ensure Building applications are processed in an efficient manner and in accordance with the statutory requirements under the provisions of the Building Act and Regulations.
- Ensure that the Building unit is implementing corporate direction, objectives, values and culture
- Provide effective, high quality and comprehensive professional advice to all of Council's customers (internal and external) regarding building services and manage the monitoring of legislative compliance.
- Investigate building complaints, illegal building works and dangerous buildings. Prepare Building Notices and Orders.
- Initiate legal action where appropriate, to ensure compliance with the legislation and local laws of Council;
- Assist the Manager in the implementation of Council's priorities and objectives and other tasks as directed by the Manager from time to time.
- Represent Council at appeal tribunals, advisory bodies, hearings, panels and other formal meetings when required and public consultation as necessary
- Identify, prioritise, develop and maintain, systems, policies and procedures for the unit, and implement as appropriate.
- Assist the Manager in the preparation and management of the Building unit budget, monitoring ongoing spend and income and human resource matters.

Extent of Authority

- Directly responsible and accountable to the Manager Planning and Regulatory Services
- Accountable and responsible for effective and efficient performance of all duties and key responsibilities and adherence to position objectives as listed in this position description
- Accountable for analysing and providing accurate professional advice and information with respect to building applications, approvals and general advice;
- Responsible for exercising the powers, duties and functions of the position in accordance with the level of delegation;
- Responsible for operating according to Council policies and procedures, within budget allocations, and relevant regulations and legislation.
- Required to ensure Council's Risk Management Policy and procedures are observed and complied with at a personal level:
- Taking all reasonable steps to reduce risks identified in risk audits and any other relevant studies.
- Demonstrating a commitment to risk management principles and practices, and to maintaining a safe environment for staff and the community

Judgement and Decision Making

- Requires the provision of specialist advice to members of the Unit, other staff members and the public, which may involve judgement and decisions of a complex nature;
- Operates in a regulatory environment and in accordance with Council policies, delegations and corporate objectives;
- Ability to resolve issues when guidance and advice is limited within the necessary timeframe to make a decision;
- Judgements and decisions made have potential to influence overall performance of the unit, to impact on the broader community, and have legal ramifications. Well-developed decision-making skills are required, to identify options for consideration, together with the ability to develop solutions.

Specialist Skills and Knowledge

- Extensive knowledge of Building and related legislation including the Building Act 1993 ,Building Regulations 2018, Building Code of Australia, Local Government Act, Disability Discrimination Act and other relevant Acts , Statutes and various Australian Standards .
- Experience in managing and maintaining efficient and flexible administrative systems
- A strong commitment to results oriented customer service
- Ability to prepare written reports / correspondence on complex issues in a concise and structured manner, appropriate to target audience

- An understanding of the Local Government operations and legal process within Victoria;
- Knowledge of Government policies and practices, and an awareness of current trends and issues;
- A knowledge and familiarity of the principles and practices of budgeting and financial procedures to assist in the preparation, management, and monitoring of an annual budget for the unit;
- High level computer literacy including proficiency in spreadsheets (MS Excel), database applications and word processing (MS Office);
- An understanding and appreciation of the strategic goals of the Organisation

Management Skills

- Ability to provide sound leadership to the Building Services team
- Ability to effectively plan, organise and manage own time, to achieve targets within a set timetable despite conflicting pressures;
- Understanding of, and compliance with Council's Human Resource Policies, Council Policies and relevant legislation including Occupational Health and Safety and Equal Opportunity;
- Ability to manage budgetary resources;
- Ability to manage staff and consultants.
- Responsible for ensuring the health, safety and wellbeing of employees by engaging with teams to ensure that OHS responsibilities and expectations are understood by all.
- Ensuring the workplace is free of risk and hazards for employees
- Comply with Council's occupational health and safety management system and relevant legislation by following safe working practices, instructions and rules to prevent accidents to self and others. Responsibility includes the correct use of protective clothing and equipment and the identification and reporting of workplace incidents and hazards.

Inter-personal skills

- Well-developed verbal communication skills to effectively:
 - negotiate and resolve conflict;
 - liaise and negotiate with business and community representatives;
 - liaise with counterparts within the industry, and all levels of Council staff, to exchange views and resolve specialist problems;
 - develop effective formal and informal public presentations;
 - represent the Unit and/or Council on various committees as directed;
- Well-developed written communication skills to effectively:
 - prepare clear and concise reports to management and Council as required;
 - prepare correspondence on all matters relevant to the position.
- A proven ability to operate both independently, and as a member of a team;

- A commitment to provision of quality customer service.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - Local Government Act
 - Building Act 1993
 - Building Regulations 2018
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Qualifications and Experience

- Qualifications and registration with the VBA as a Building Surveyor- Unlimited;
- Experience in Local Government Building Control
- Current Victorian Driver's Licence.
- Proficient at Microsoft Office suite, particularly Word, Excel and Outlook

Key Selection Criteria

The employee will demonstrate the following:

- A qualification that is acceptable by the Victoria Building Authority for registration as an Unlimited Building Surveyor.
- Registration with the VBA Building Practitioners Board as a Building Surveyor-Unlimited;
- Highly developed leadership skills acquired in a similar Building leadership/management role, including team building, managing stakeholders,

process improvement and budgetary practices and procedures and preferably with Local Government experience.

- Well-developed interpersonal skills, including sound report writing and effectively engaging internal and external stakeholders and customers.
- Current Victorian Driver's Licence.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____