

POSITION DESCRIPTION

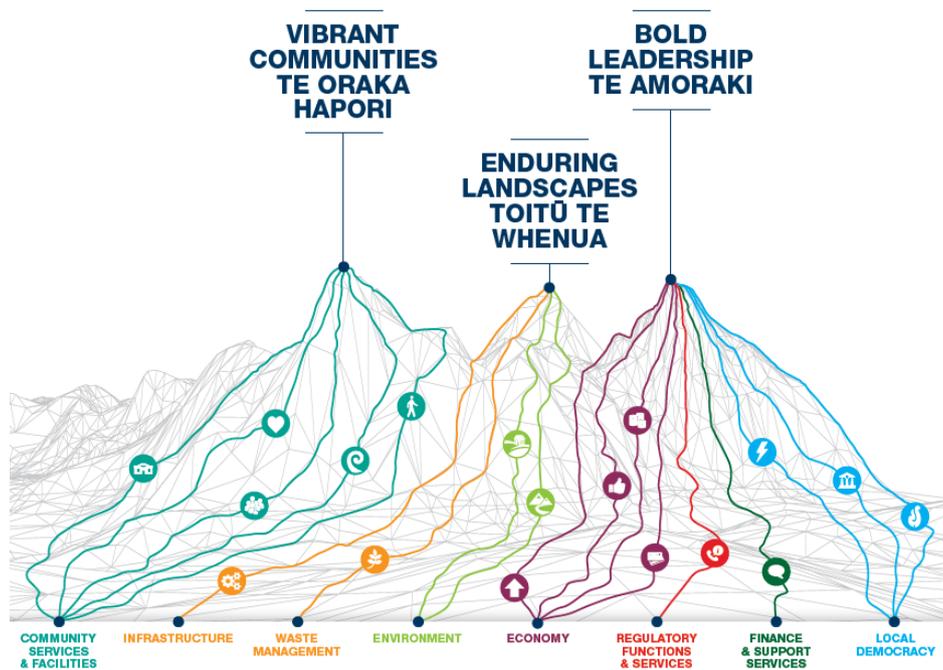
Position:	Building Control Officer – Processing
Division:	Planning & Development
Location:	Queenstown and/or Wanaka
Reports to:	Team Leader – Building Consent Processing
Date:	September 2018

BACKGROUND

Queenstown Lakes is a unique district with population and economic growth, coupled with an international reputation as a tourist destination that is unmatched. It has a relatively small number of residents (approximately 38,000 in 2018) but experiences 2 million + visitors every year.

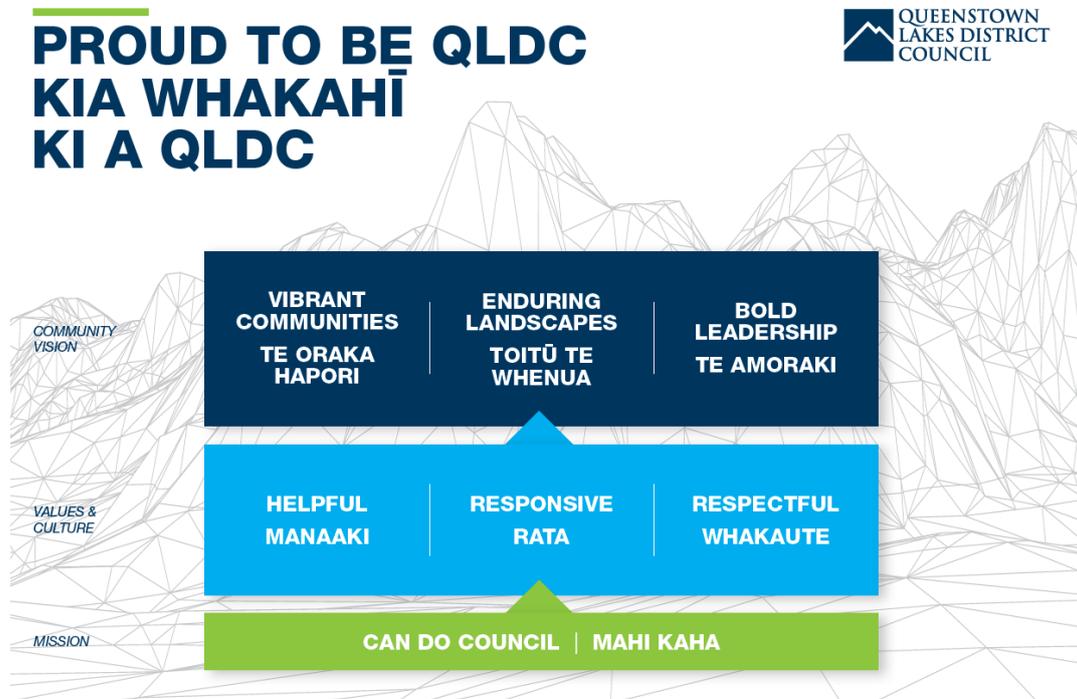
The Queenstown Lakes District Council has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It is also has a central role in development and regulation and provides high quality services and infrastructure to residents and visitors; managing the district’s parks, trails, libraries and recreational facilities; enabling sustainable development through consenting services; and regulating local activities..

The 2018-2028 Ten Year Plan aspires to create momentum in a range of areas through a focus on three peaks - enduring landscapes, bold leadership and strong and diverse communities. The 2018/2019 Annual Plan provides for a total of 380+ council staff.



VISION, MISSION AND VALUES

We're proud to be QLDC, and our culture is an important part of who we are. The vision, mission and values set out below are the foundation for our organisational culture; how and why we go about things:



PURPOSE

The Building Control Officer – Processing is responsible for administering the requirements of the Building Act 2004, the Building Regulations and the New Zealand Building Code, in accordance with the QLDC Policies and Procedures. You'll have a focus on issuing building consents so that we ensure the quality of our residential and/or commercial buildings meet the requirements of our community and their occupiers. Be a trusted difference-maker in our vibrant community and help us build our best practice – the right way and as part of a unique and technically-savvy Building Services Team driven to bring their best (and develop the rest), in the best place on earth.

KEY TASKS

Building Consent Management

- Receive and process applications for building consents, amendments and minor variations ensuring that all legal requirements are met and compliance decisions are appropriately made and recorded.
- Ensuring that plans, specifications and other documents demonstrating compliance are obtained and are checked by the appropriate qualified personnel.
- Compile accurate records of communications with customers and ensure the accurate update of Council's database records.
- Administer (under appropriate delegation & authority) the provisions of the Local

Government Act, Building Act, Plumber Gas Fitters & Drainlayers Act, Fencing of Swimming Pools Act, and their associated regulations.

- Respond to and assist property owners, tradesmen, architects and the public on matters relating to building within the district.
- Willingly investigate, respond and document enquiries and complaints as directed.
- Ensure accurate documentation is collected for all buildings constructed or altered within our district.
- Undertake appropriate and agreed continuous professional development of skills.
- Openly share knowledge and skills with other staff members – striving for accuracy and consistency of regulatory decisions.
- Willingly undertake any duty reasonably required within the context of the position, with a focus on developing systems, processes and procedures that enhance the Building Services Team's knowledge, collaboration and best practices.

Relationship Management

- Establish on-going dialogues with staff, customers and other stakeholders.
- Strategically manage customer relationships ensuring delivery, satisfaction and value for money.
- Present a professional and positive image for QLDC within the community.

Corporate Responsibilities

- Build commitment to QLDC's vision, values and services.
- Willingly undertake any duty required within the context of the position.
- Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents.
- Comply with all legislative requirements.
- Adhere to QLDC's Code of Conduct.

KEY RELATIONSHIPS

Internal:

- Team Leader – Building Consent Processing
- Manager – Building Services
- General Manager, Planning & Development
- Building Services Department
- All QLDC staff

External:

- Architects
- Consultants
- Trades
- Building Owners / Managers /Agents
- Members of the Public

ACCOUNTABILITIES AND DELEGATIONS

- Nil Financial Authority
- Nil Staff Authority

PERSON SPECIFICATION

Education

- Possess or be working towards an appropriate NZ qualification relating to Building Controls, such as the NZ Diploma in Building Surveying (Level 6).
- Eligible for membership of the Building Officials Institute of NZ (BOINZ).
- Sound knowledge of building industry legislation and related New Zealand standards.

Experience

- You will already be a Building Officer with a minimum of 2 years' experience in a similar role, with residential and/or commercial processing experience.

General

- Possess an eye for detail with the ability to contrast and collate information without becoming enmeshed in the detail.
- Proven ability to work without supervision; effective time management and strong organisational skills.
- Excellent written and verbal communication skills with attention to detail.
- Ability to establish and maintain effective relationships with stakeholders and gain their respect and trust.
- Conveys a professional and positive attitude, with a courteous and efficient manner.
- Highly motivated, achievement-oriented and innovative professional.

COMPETENCIES

Core competencies for all employees of QLDC:

<i>Customer focus</i>	Is dedicated to meeting the expectations and requirements of internal and external customers; Gets first hand customer information and uses it for improvements in products and services; Acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
<i>Action Oriented</i>	Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
<i>Drive for results</i>	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<i>Integrity & Trust</i>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

<i>Relationship Management & Team-working</i>	Relates well to all kinds of people, up, down, sideways, inside and outside of the organisation; Builds appropriate rapport quickly; Builds constructive and effective relationships; Uses diplomacy and tact; Can defuse high tension situations comfortably.
<i>Health & Safety</i>	<ul style="list-style-type: none"> • Ensures compliance to all legal/statutory and company requirements for Health and Safety • Adheres to all QLDC's Health & Safety policies and procedures • Is actively involved in QLDC's health and safety systems • Wears relevant personal protective clothing and equipment as and when required* Use only for roles where PPE may be required • Reports any pain, discomfort or other health & safety concerns as soon as possible • Ensures all accidents, incidents and hazards are reported using QLDC's Health & Safety reporting procedures

Competencies specific to the role:

<i>Problem Solving</i>	Uses rigorous logic and methods to solve difficult problems; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
<i>Timely Decision Making</i>	Makes decisions in a timely manner, sometimes with incomplete information under tight deadlines and pressure; able to make a quick decision
<i>Decision quality</i>	Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<i>Planning</i>	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results
<i>Informing</i>	Provides the information people need to know to do their jobs; Provides individuals with information so that they can make accurate decisions and give appropriate advice to others; is timely with information