

Team Leader Building

Position Details			
Position Level	Team Leader	Employment Agreement	EBA (Level 8)
Directorate	Sustainable Communities	Position Number	4041
Business Unit	City Growth	Primary Location	City of Bunbury Administration
Team	Economic Development		

The Role

The Team Leader Building leads the services delivery of the City of Bunbury's Building and Compliance Team. The team focuses on providing quality provision of professional building approval services and compliance in accordance with sound industry and Local Government practices and legislative responsibility requirements. This role with support and provide services to and for the residents, community, business and investors in the City of Bunbury. The Team Leader provides leadership and expertise to the team and co-ordinate the day to day team operations. As a Team Leader role, this position also plays an important part in developing the City of Bunbury's organisational culture, engaging staff and working to continually improve services.

Key Functions & Services

The Team Leader Building and Compliance is responsible for the following City of Bunbury services:

Building and Compliance Coordination

- Develop, monitor and review performance and standards for the delivery of Building and Compliance Team services.
- Oversee and supervise the day-to-day operations within the Building and Compliance Team.
- Collaboratively develop and maintain processes and procedures in accordance to legislation with the Building and Compliance Team

Staff Coordination

- Coordinate, mentor and grow staff within the Building and Compliance team.

Allocation and Monitoring of Service Area Budget

- In conjunction with the Building and Compliance team, develop the operational expenditure budget for the Service Area.
- Monitor and review operational and capital budget expenditure relevant to the Service Area.

Community Consultation and Customer Service

- Ensure our community and stakeholders are kept informed, engaged or involved as and where required relative to Building and Compliance activities. This may involve attendance at community/public meetings, group meetings, on-site inspections, and public comment surveys.

Reporting and Key Relationships

Reports To	<ul style="list-style-type: none"> • Manager City Growth
Direct Reports Include	<ul style="list-style-type: none"> • Building & Compliance Administration Officer • Building & Compliance Officers
Indirect Positions Managed	<ul style="list-style-type: none"> • Nil
Key Internal Relationships	<ul style="list-style-type: none"> • Executive Leadership Team • Managers & the City of Bunbury Management Team. • City Growth Team Leaders • Team Leader Planning • Team Leader Environmental Health • Public Relations
Key External Relationships	<ul style="list-style-type: none"> • Local, State and National Building and Compliance Bodies • Relevant State Government Departments

Position Profile

Leadership	<p>Leadership</p> <ul style="list-style-type: none"> • Ability to provide leadership to others and direction to a team. • Ability to clearly communicate reasons for decisions and to clarify expectations of key deliverables. • Ability to guide staff and identify opportunities for others to develop. • Experience effectively leading teams. • Experience understanding and positively participating in organisational change. <p>Supports Shared Purpose and Direction</p> <ul style="list-style-type: none"> • Works to understand organisational vision and direction. • Communicates reasons for decisions and clarifies expectations of key deliverables. • Champions the desired City of Bunbury culture. <p>Contributes Positively to Their Work Environment Supports Their Peers</p> <ul style="list-style-type: none"> • Actively listens to staff, colleagues, and stakeholders, involves and recognises others' contributions • Works collaboratively and operates as an effective team member. • Recognises the benefits that can be gained from diversity and encourages the exploration of diverse views. <p>Shares Learning, Supports and Develops Others</p> <ul style="list-style-type: none"> • Works with staff to identify development areas and encourages development activities. • Proactively requests coaching from Manager for themselves and others. • Provides guidance to staff in a manner that gains acceptance. <p>Fosters relationships</p> <ul style="list-style-type: none"> • Builds and maintains relationships with stakeholders, other teams, colleagues and contractors. • Anticipates and is responsive to internal and external stakeholder needs.
Management	<p>Management</p> <ul style="list-style-type: none"> • At least 2 years recent experience in supervising a team together with the ability to lead, motivate and develop other employees, including performance review and performance management. • Ability to identify resources and accurately track and monitor budgets. • Skills in planning and managing projects. • Ability and understanding of delivering and continually improving the delivery of services. • Experience managing resources and tracking budgets. • Experience successfully delivering projects. • Experience leading the delivery of services within a large organisation. • Understanding and commitment to the safety and equal opportunity obligations of managers. <p>Thinks Strategically</p> <ul style="list-style-type: none"> • Understands strategic objectives, trends and factors that may influence work plans and goals. • Scans environment to monitor priorities and keeps self and others informed on work issues. <p>Improves Team and Service Capability</p> <ul style="list-style-type: none"> • Harnesses information, thinks creatively, identifies and implements improved work practices. • Applies and develops capabilities to meet team performance expectations, contributes expertise to work unit. <p>Achieves Results</p> <ul style="list-style-type: none"> • Evaluates and monitors service and project performance, adjusts plans as required to deliver results. • Takes responsibility for delivery of services and projects to achieve results <p>Contributes to Team Management</p> <ul style="list-style-type: none"> • Identifies and uses resources wisely. Tracks and manages the use of assigned resources. • Evaluates own and team performance, identifies need for change and initiates change when required. • Deals positively with uncertainty and copes in a changing environment. • Understands and adheres to relevant legislation and organisational guidelines and policies.

Behaviours

Organisational

- **Champions the organisations values: We are Community, We are Open, We are Brave.**

Individual

- **Humble:** Acknowledges mistakes and learns from them. Seeks guidance and advice when required. Readily offers opinion and challenges important issues constructively particularly in areas of strength.
- **Hungry:** Takes personal responsibility for meeting objectives and progressing work. Persists and focuses on achieving objectives even in difficult circumstances. Displays resilience despite criticism or setbacks.
- **Smart:** Seeks to understand their audience and adjusts communication style and message accordingly. Demonstrates self-awareness and a commitment to personal development.

Service Delivery

Communication and Influence

- Ability to understand audiences and communicate clearly.
- Ability to influence outcomes and negotiate confidently.
- Experience effectively communicating information through a variety of mediums.
- Experience building and sustaining productive relationships with a range of stakeholders.

Building and Compliance

- Provide expertise and responsible to deliver and supervise the provision of professional and technical building advice and the assessment and/or delegated approval of applications, permits and certificates as a Registered Building Surveyor and Permit Authority.
- undertake, coordinate and supervise the preparation of witness statements and the provision of evidence in the State Administrative Tribunal (SAT) or a Court.
- Develop and maintain current operational practices and procedures with team members, in-line with industry best practice and legislative requirements.
- Responsible to ensure all officers follow the City's processes and that evidence is documented in order to gather information in the preparation of professional advice, applications, permits and certificates; or to gather information and evidence in the prosecution of building and planning compliance matters.
- Undertake services to stakeholders in relation to building and compliance matters
- Responsible to maintain all operational records completely and accurately in accordance with the Act and Legislative requirements.
- Develops and maintains complimentary relationships within community, business, local government, State and Federal Agencies relevant to the City's expectations relating to Building and Compliance.
- Responsible to maintain awareness of building projects and construction with the City of Bunbury, community priorities, the external environment and influencing factors upon building and compliance matters.
- Simplifies processes and reduces red tape to achieve benefits for the City, business and community.
- Responsible to mentor and grow the Building and Compliance team in a participative approach, to create a positive and proactive unit delivering quality outcomes for the community whilst building Bunbury's reputation as a great city to live, invest and visit.

Risk Management and Occupational Health and Safety:

- Understand the principles of risk management and their application to all aspects of Council activity.
- Monitor Risk Management and Occupational Health and Safety issues and implement ongoing strategies to reduce risk and accidents.
- Provide support to People and Safety Advisor in relation to the development of return to work programs as required.

Position Expectations & Requirements

Essential Experience	<p>Building and Compliance</p> <ul style="list-style-type: none"> • Demonstrated applied knowledge of the Western Australian <i>Building Act 2011</i> and <i>Building Regulations 2012</i> and associated legislation involved with functioning as a registered building surveyor and acting through delegated powers as the as the Permit Authority on behalf of the City of Bunbury in all related fields. • Demonstrated knowledge and extensive experience of Building Code of Australia (BCA) performance solutions, construction, services and relevant building approval processes and legislative requirement. • Demonstrated knowledge and extensive experience in issuing Certificates of Design Compliance/Construction, analysing and interpreting conceptual plans and detailed working design drawings. • Demonstrated knowledge and extensive experience in assessing building plans and submissions for compliance with WA Residential Design Codes and local planning policies. • Demonstrated ability to work independently under limited direction and extensive experience in leading a multi-disciplinary team of building professionals and/or individual responsibility for supervising duties of subordinate officers in a professional capacity. • Demonstrated knowledge and experience in project management. • Experience and ability to manage a multi-disciplinary high performing team delivering objectives with competing time frames. • Contemporary and flexible application to role delivery and dealings.
Qualifications	<p>Specific Qualifications</p> <ul style="list-style-type: none"> • Possession of registration within Western Australia as a Level 2 Building Surveyor Practitioner, with minimum of 3 years recent and current experience. • Minimum of Advanced Diploma of Building Surveying or equivalent. • Substantial relevant Industry experience. <p>Desirable</p> <ul style="list-style-type: none"> • Level 1 Building Surveyor Practitioner registration and experience. <p>Licences or Registrations</p> <ul style="list-style-type: none"> • WA C Class Driver's Licence.

Endorsement			
Version	0.1	Name:	
People & Safety Certification Date	xxxx	Signature:	
		Date:	