

POSITION DESCRIPTION

Position Title:	Building and Compliance Officer	Position Level:	Level 6 City of Bunbury Employees 2022 Enterprise Agreement.	Reports to:	Senior Building and Compliance Officer
Role of Position:	To provide professional building certification and permit authority advice and services in accordance with sound building industry practices and legislative requirements as part of the Building and Compliance Team.				
Accountabilities: <ul style="list-style-type: none"> Undertake the monitoring, preparation and/or review of strategic, corporate, organisational, technical and statutory documents (including Local Laws) as required or directed. Undertake the provision of professional and technical building advice and the assessment and/or delegated approval of building permit applications, and certificates, issuing of Building Orders as a Registered Building Surveyor on behalf of the Permit Authority in accordance with the Building Act 2011 and relevant delegations. Undertake the preparation of witness statements and the provision of evidence in the State Administrative Tribunal (SAT) or a Court as required or directed. Undertake site inspections to gather information in the preparation of professional advice, applications, permits and certificates; or to gather information and evidence in the prosecution of building compliance matters as required or directed. Provide support to the City Planning team's compliance process through undertaking site inspections and information gathering. Monitor progressive works of building projects under construction and ensures that all work is being carried out in accordance with the approved plans and specifications as required or directed. Undertake various day to day operational activities including providing timely responses to telephone, counter, and written enquiries. Maintain complete and accurate records of all administrative actions and business transactions, including statutory and financial documentation, in accordance with organisational records management systems and associated corporate and statutory obligations as required and as directed. Actively participates in team and culture activities and displays proactive and positive team behaviours and culture. Focus on continuous improvement to systems, processes and practices and performance reporting. Undertake legislated pool barrier safety inspections for existing and newly registered pools. Essential Criteria: <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 as a registered building surveyor and acting through delegated powers as the Permit Authority on behalf of the City of Bunbury in all related fields. Demonstrated knowledge and experience of National Construction Code Volume Two, Deemed-to-Satisfy & performance solutions for building approval processes and legislative requirements. Demonstrated knowledge and experience in analysing and interpreting conceptual plans and detailed working drawings for Class 1 and Class 10 applications. Demonstrated knowledge and extensive experience in issuing Certificates of Design Compliance. Demonstrated knowledge and experience in assessing building applications assessing against WA Residential Design Codes and local planning policies. Demonstrated ability to effectively work both independently and as part of a cohesive high performing team with a focus on team culture, continuous improvement to systems, processes, practices and performance reporting to deliver quality service to our community. Demonstrated proficiency in effective written and verbal communications. Including for example technical papers, strategy and policy documents, consultation and marketing publications, Council Briefing and Agenda reports, presentations, negotiations, mediation, community engagement, customer service and public relations General knowledge of Equal Employment and Diversity Acts Ability to work positively and collaboratively within a team environment. 				Specific Qualifications <ul style="list-style-type: none"> Minimum current qualification and registration within Western Australia as a Building Surveyor Technician. Experience in Western Australian Local Government Building and Compliance roles. Diploma or Advanced Diploma of Building Surveying or equivalent Desirable Experience: <ul style="list-style-type: none"> Experience as a registered Building Surveyor Level 2, with building surveying experience in local government within Australia. Post graduate qualifications and/or extensive experience in building surveying and certification or equivalent. Demonstrated knowledge and experience in assessment of Class 2-9 buildings and incidental structures. Demonstrated knowledge and experience in project management. Demonstrated knowledge and experience in the conduct of planning/building appeals and compliance procedures, including the preparation of witness statements and the giving of evidence at the SAT or an equivalent. Internal Relationships: <ul style="list-style-type: none"> All City of Bunbury employees. External Relationships: <ul style="list-style-type: none"> Federal and State government agencies, other local government authorities, community groups and organisations, property and development industry stakeholders, ratepayers and the general public. Financial Accountabilities and Delegations: <ul style="list-style-type: none"> Acts within the scope of authorised delegations and established practices and procedures. As directed by Senior Building and Compliance Officer. Driving Requirements: <ul style="list-style-type: none"> C (Car) or CA (Car Automatic) class motor vehicle licence. 	

<p><u>Mission Statement</u> Welcoming and Full of Opportunities</p> <p><u>Values</u> Employees at the City of Bunbury observe the following Values in their day to day activities:</p> <p>We are Community</p> <ul style="list-style-type: none"> • We are one team • We keep each other safe • We display empathy and respect • We have fun and celebrate our successes • We work together to achieve great outcomes <p>We are Open</p> <ul style="list-style-type: none"> • We are open to opportunities • We actively listen and think things through • We are inclusive and treat everyone equally • We are honest and open in our communications • We are open to feedback to improve our performance <p>We are Brave</p> <ul style="list-style-type: none"> • We lead the change, we own it! • We trust and empower each other • We have the difficult conversations early • We hold ourselves to the highest standard • We have the courage to improve and simplify <p>#WEARECOB</p>	<p>Misconduct City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.</p> <p><u>Employees must:</u></p> <ul style="list-style-type: none"> • Apply accountable and ethical decision making principles within the work environment. • Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct. • Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003. • Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO. <p>Risk Management</p> <ul style="list-style-type: none"> • Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director. • Apply sound operational risk management practices within the work environment. <p>Customer Service</p> <ul style="list-style-type: none"> • Foster, advocate and implement the City's Customer Service Charter. • Aim to exceed customer expectations. • Strive for an element of consistency from one service transaction to the next. • Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery. • Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider. 	<p>Work Health and Safety <u>Managers/Supervisors must:</u></p> <ul style="list-style-type: none"> • Ensure adherence to WHS policies and procedures. • Consult and cooperate with workers and WHS representatives on WHS issues. • Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely. • Identify, assess and control hazards within their area of responsibility. • Encourage early reporting of incidents and forward information to WHS Officer immediately. • Ensure that workers, volunteers and contractors are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment. • Develop Safe Work Procedures as required and ensure adherence to procedures. • Provide PPE as required and ensure workers are aware of correct usage and storage requirements. • Ensure all plant and equipment is properly maintained. • Maintain relevant knowledge of WHS issues. • Act as a role model by demonstrating safe work behaviours. <p><u>Employees must:</u></p> <ul style="list-style-type: none"> • Take reasonable care to ensure their own health and safety and that of others, as defined in WHS legislation. • Participate in the development of a healthy and safe workplace. • Comply with instructions given for their own health and safety and that of others, in adhering to Safe Work Procedures. • Cooperate with management in its fulfilment of its legislative obligations. • Report any injury, illness, hazard or near miss immediately, where practical to their supervisor. • Not place others at risk by any act or omission. • Not wilfully or recklessly interfere with safety equipment. <p>Accountable and Ethical Decision Making</p> <ul style="list-style-type: none"> • Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained. • Act fairly and justly, abiding by principles of due process and natural justice. • Be accountable and transparent. • Do your job effectively and as efficiently as possible. • Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct. • Declare any potential conflicts of interest.
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Signature:

Date: