

## Position Description – Building Compliance Cadet

<b>Position Number:</b>	TBC
<b>Division:</b>	Planning & Sustainability
<b>Hours Per Week:</b>	35 hours per week
<b>Award:</b>	Local Government (State) Award
<b>Grade (SAS):</b>	Trainee - Cadet
<b>Location:</b>	Civic Centre
<b>Position Reports to:</b>	Manager Development Assessment & Compliance
<b>Positions Reporting Direct to this One</b>	N/A

### Our Values



#### Customer focus

We listen to the needs and wants of our customers and provide exceptional customer service



#### Integrity

We are fair and consistent in our actions and we act ethically, honestly, responsibly and respectfully



#### Consultation

We seek to understand before acting and are sensitive to residents needs and situations



#### Equity

We deal equally and honestly with customers and each other



#### Leadership

We focus attention on what is really important, lead by setting a good example and seek to improve outcomes, processes and relationships

### Position Description Coverage

This Position Description is not a complete statement of all the Accountabilities, Responsibilities, Tasks and Outcomes etc. associated with the role. It is intended only to be indicative and descriptive of the role with the incumbent required to undertake any and all tasks requested that are within their skills, competence and training.

### Accountability Objective

To assist Council's Principal Building Surveyor in the assessment and regulation of development matters in accordance with the objectives of Council and relevant legislation to ensure the orderly development in Lane Cove.

### Principal Accountabilities

- Undertake Graduate Diploma in Building Surveying
- Assist with compliance inspection activities as directed.

- Assist with report preparation, file notes and briefs of evidence in support of decisions taken in the enforcement of relevant legislation, codes and polices.
- Assist in the provision of support regarding investigations of unlawful building and development works.
- Develop a co-operative teamwork relationship with all members of staff.

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## Key Organisational Accountabilities

- Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness.
- Provide exceptional customer service by listening to the needs of each customer and action in a prompt, professional and courteous manner at all times.
- Ensure that the following principles from Council's Code of Conduct are taken into consideration in the carrying out of all Council duties- integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect.
- A commitment to ensuring the organisation is child safe.
- Identify, assess and manage all risks associated with the function.
- A commitment to Council's Fraud and Corruption prevention strategy.
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Always ensure your actions contribute to a safe and healthy workplace.
- Use and properly maintain appropriate safety clothing and personal protective equipment; and
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

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## Key Result Areas

- Work is to be completed in accordance with instructions, adopted programs, policies and procedures.
- Practical skill development during the 3-year period as demonstrated through the on time and successful completion of each stage of the Graduate Diploma. Please [click](#) here for full course information
- Effectively support prompt investigation of unlawful building and development works in accordance with the relevant legislation, for example the Swimming Pool Act, Environmental Planning and Assessment Act and Protection of the Environment Act.
- To assist in the accurate and efficient inspection of building works in accordance with the Building Compliance Act and Council policies.
- The ability to work as part of a team.

## Selection Criteria

All **bold highlighted** essential criteria **must** be addressed when applying for the role.

### Essential

- **Currently enrolled in Graduate Diploma in Building Surveying**
- **Willingness to learn and commit to successfully completing the Graduate Diploma in Building Surveying over a 2-year maximum period.**
- **Possess administrative and organisational skills, including attention to detail, ability to maintain accurate records and skills in Microsoft Office**
- **A current Class C Driver's license**
- **Have an understanding of customer service and quality deliverables.**
- Sound ability to work within a team environment.
- Good attention to detail with the ability to follow instruction.
- Demonstrated oral and written communication skills.

### Desirable

- Basic working knowledge of the relevant sections of the Environmental Planning and Assessment act, Regulations, Swimming Pool Act, Protection of the Environment Act and associated Regulations.

## Signatures

Position Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

### Reviewed and Finalised

Date: December 2024

Dear Applicant,

Thank you for your interest in a position with Council.

Lane Cove is renowned for its sense of community with an emphasis on bushland, waterways and the people who call Lane Cove home. As a Council, we are focused on ensuring Lane Cove is a liveable community and we have a wide variety of roles to help make that happen. The efforts of our teams were recognised in the 2023 Australian Liveability Census, with Lane Cove taking out first place in NSW and second overall in Australia, making Lane Cove and surrounds one of the most desirable places to live in NSW.

At Lane Cove, we want to make sure we develop our staff, so we provide additional training and opportunities to work on innovative projects, which provides you with a chance to make a difference to the community and to your career.

**In order to apply for this position, you will need to complete the online application form and prepare a submission that outlines how you meet the selection criteria for the role. This is your opportunity to sell yourself to the selection panel and you should provide examples of what you have done in your career, how well you did it, and how it relates to the requirements of the role you are applying for.**

If you would like to make a difference at a local level, we want to hear from you and if you have any questions, please don't hesitate to contact us.

**Yours sincerely**

Brenda Brown  
**Manager People & Culture**