

# Nillumbik Shire Council Position Description

## Our Vision, Values and Customer First Commitments

The way we work together and provide services to the Nillumbik community is guided by a culture reflected in Nillumbik's vision and values. All employees are expected to embrace our vision and make a genuine commitment and contribution to the organisation's values and customer first commitments. Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace.

Community is at the heart of the Shire of Nillumbik. We work to keep our community engaged, connected, active and supported in a healthy, safe and sustainable environment. The Community Vision – Nillumbik 2040 captures the essence of what is most valued about our community and our Shire. Our Vision is centred on the themes of: Our People, Our Place, Our Future and Our Council.

## Nillumbik's values

Respect	
Integrity	
Collaboration	
Adaptability	
Community	

### Our Customer First Commitments

1. Empathetic
2. Consistent
3. Effective
4. Simple



Our Customer First Commitments represent our efforts, thinking and aspirations to deliver a great experience to our customers both internally and externally.

Our Customer First Commitments	What this means to us
Empathy	We listen, understand and respect our customers
Consistent	We provide accurate, timely and transparent information
Effective	We focus on quality processes and outcomes
Simple	Our processes, documentation and information are easy to obtain and follow

## Nillumbik Shire Council Position Description

<b>Position Title:</b>	Assistant Building Surveyor/ Building Inspector
<b>Position Number:</b>	0511
<b>Classification:</b>	Band 6
<b>Tenure:</b>	Permanent Full Time
<b>Directorate:</b>	Planning & Community Safety
<b>Department and Unit:</b>	Building Services
<b>Reports To (Title):</b>	Deputy Municipal Building Surveyor
<b>PD approved by (Manager or Director Title):</b>	Director Planning, Environment and Strategy
<b>Date approved by Manager or Director:</b>	April 2025
<b>Date approved by HR:</b>	April 2025

### 1. Position Purpose

This position sits within the Planning, Environment and Strategy Directorate. The building department is responsible for the delivery of meeting Council's obligations pursuant to S212 of the Building Act 1993.

The Assistant Building Surveyor/ Building Inspector is responsible for undertaking mandatory and enforcement inspections and assisting Councils Building Surveyors in meeting the obligations of the Building Act 1993 and subordinate legislation.

### 2. Position Objectives

- To deliver high quality customer and technical support to Building Services, promoting the Units objectives within and external to the Shire of Nillumbik boundaries.
- To assist the Municipal Building Surveyor (MBS) in fulfilling Council's statutory obligations under the Building Act 1993 and subordinate legislation, the Building Regulations 2018, including risk management and the servicing of Relevant Acts, Regulations and Local Laws.
- To undertake mandatory and enforcement inspections in accordance with relevant legislation.
- To assess Building Permit applications documentation for compliance, and where permitted, issue building applications as per approved policies, procedures and delegations.
- To respond to customer correspondence and technical enquiries as it relates to building matters and or inspections.
- To actively participate in continuous improvements initiatives, the review and implementation of Unit policies, Quality procedures and staff development.
- To participate in the Emergency Afterhours call out roster.

### 3. Key Result Areas

#### 3.1 Building applications and technical assistance

- Assess and respond to applications consistent with procedures and policies as approved by the Municipal Building Surveyor (MBS), including but not limited to – Report & Consent Applications, Property Information Certificates, Building Appeal Board submissions and provision of supporting information, responses to Victorian Building Authority and assisting with Place of Public Entertainment Occupancy approvals.
- Effectively and efficiently manage and assess building permit applications or related applications under the supervision of the Municipal Building Surveyor and/ or Deputy Municipal Building Surveyor.
- Examine building permit applications in accordance with relevant acts, regulations and local laws and prepare further information letters to be reviewed by Building Surveyor.

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- Conduct inspections for the purpose of preparing reports or associated action under the Building Act 1993; including prosecution proceedings.
- Provide technical advice to internal and external stakeholders (guidance and advice will be available).
- Site assessment of building applications against applicable Ministers Guidelines.

### **3.2 Building Compliance and enforcement inspections**

- Conduct mandatory building inspections on all classes of buildings to ensure compliance of building work with the relevant building permit and or Building Regulations and Building Act.
- Undertake inspections relating to a range building enforcement matters (works without a building permit), unsafe buildings, swimming pool and spa barriers, essential safety measures, fire safety audits, building site report and consent matters and Bushfire Attack level assessments (BAL).
- Engage with Building Surveyors, property owners, tenants, and representatives as appropriate to discuss findings, concerns, and necessary actions.
- Prepare comprehensive inspection reports, correspondence, enforcement documentation, and any required notices to support regulatory action and ensure compliance with relevant legislation and safety standards.
- Undertake emergency after hours call out as rostered, discuss site findings with Building Surveyors, prepare necessary documentation and or Notices to be served on the Owner/occupier to ensure protection of the occupiers and the public.

### **3.2 General Building Services Support**

- Promote the Unit's services and ensure the highest quality service to clients with a view to achieving the objectives of the Unit and Department within and external to the Shire of Nillumbik boundaries.
- Assist the Municipal Building Surveyor (MBS) in the servicing and support of the Building Act 1993, the Building Regulations 2018 and Relevant Acts, Regulations and Local Laws.
- Assist the MBS to ensure Council's statutory obligations and Risk Management liabilities are correctly administered through the Municipality.
- Assist and participate in the review and implementation of Unit Policies, Quality Procedures and Staff Development.
- Liaise with other Council departments, responsible statutory authorities, various building industry professionals and the public.
- Respond to complaints in a timely and accurate manner in accordance with Council's Customer Service Charter
- Assist at the counter accepting applications, recording and distributing relevant information to relevant authorities and where necessary to consultants for checking.
- Attend to enquiries by ratepayers and the public on building and associated matters either in person, on site, at the counter or by telephone to facilitate and expedite the execution of the building permit process and other associated building matters.
- Provide technical advice on building control and related matters to the public and other staff within the unit /organisation.
- Maintain up to date records of all building matters through computer and file system.
- To appear and represent Council providing expert witness evidence in Building Appeals and Court proceeding type matters.
- Cooperate with other staff members to ensure that workflow is carried out harmoniously and expeditiously.

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### **3.3 Continuous improvement**

- Encourage an environment where innovation, continuous improvement and achievement are emphasised and rewarded.
- Continually strive for innovative approaches to the role, and identify systems and programs that will support smart and efficient business operations.
- Promote and encourage flexibility and efficient collaboration throughout the organisation by supporting and addressing or referring opportunities and challenges facing the organisation.
- Contribute to the development and review of procedures to ensure continuous improvement and support implementation as required.

### **3.4 Customer service and relationships**

- Ensure that Council's objective of customer service excellence is reflected in day to day operations by providing responsive, timely and high quality follow-up to enquiries, service requests and complaints from all customers.
- Establish working relationships that support a collaborative working environment.
- Fosters and builds relationships at all levels throughout the organisation.
- Contribute to a positive workplace by communicating with and respecting colleagues and participating in team meetings, workshops and events.

### **3.5 People, culture, safety, health and wellbeing**

- Demonstrate organisational values and actions that align with the organisation's expectations and vision.
- Ensure compliance with Council policies, procedures and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination and other industrial instruments.
- Create, maintain and foster a safe work environment at all times and perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Respond in the event of a disaster as per assigned key duties and responsibilities documented in Council's Emergency Management arrangements and Business Continuity Plan.

### **3.6 Financial administration**

- Provide effective financial administration and compliance to Council's Procurement Policy and Procedural Guidelines, undertaking preparation, management and reporting of any allocated budget and maximising the financial benefit of all allocations.

### **3.7 Legal Compliance**

- Maintains an awareness of and adheres to relevant Acts, Regulations, Council policies and procedures relevant to the duties undertaken, including:
  - Equal Employment Opportunity, supporting equity and fairness
  - Occupational Health and Safety, supporting a safe workplace
  - Risk Management, reducing the opportunity for fraud
  - Emergency Management, Business Continuity to support ongoing service delivery
  - Privacy, Confidentiality and Conflict of Interest maintaining the integrity of Council

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## **4 Job Characteristics**

### **4.1 Accountability and extent of authority**

- Reporting to the Deputy Municipal Building Surveyor (MBS), this position is accountable for building inspections and enforcement, application assessments, technical support, and assisting with statutory building compliance under the supervision of the Deputy Building Surveyor.
- The officer will be expected to use their professional judgement in the delivery of technical support and the preparation of documentation for sign off with minimal supervision. The position often requires proactive problem solving.
- Freedom to act within policy, delegated authority and legislative constraints, with scope to exercise discretion in responding to Building enquiries.
- All actions, recommendations and decisions are in accordance with Council's and the position's delegated authority.

### **4.2 Judgement and decision making**

- In consultation with the Deputy Municipal Building Surveyor, make decisions in the assessment of application and enforcement, and provide advice and information on building related matters, ensuring alignment with Council policies and statutory obligations including the Building Act and Building Regulations.
- Use of professional expertise and judgment in dealing with input into policy and strategic matters.
- The officer is required to use their own discretion regarding some building procedures within legislative requirements.
- Guidance and advice are usually available from senior staff including the Deputy Municipal Building Surveyor within time to make a decision.

### **4.3 Qualifications**

- Tertiary qualifications in Building Inspections or Building Surveying.
- The incumbent is required to be a registered Building Practitioner in the Class of Building Inspector and/ or a registered Building Surveyor (Limited).
- Current Construction Induction Card "White Card" issued by Work Safe Victoria.
- Victorian Driver's License.

### **4.4 Experience**

- Demonstrated experience in the assessment of building permit applications, Occupancy Permit, Certificate of Final Inspection, Direction to Fix, Building Notices and Order, POPE's, Report and Consents applications.
- Proven experience in performing inspection for the purpose of preparing reports or associated action under the Building Act 1993, including but not limited to Essential Safety Measures, swimming pool barriers, and enforcement type inspections.
- Demonstrate experience in mandatory inspections and Enforcement proceedings pursuant to Part 8 of the Building Act.
- Experience in the assessment of building permit applications and knowledge of Local Government Building Control.

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- Substantial experience and knowledge of best practice in management and operations of Building Services customer and technical support.
- Demonstrated experience in managing Building Surveying customer enquiries, systems and processes.

### **4.5 Specialist Skills and Knowledge**

- Developed understanding of Local Government, its objectives and issues affecting it.
- Excellent understanding of relevant building legislation including the Building Code, Building Act and Building Regulations.
- An understanding of the principles of risk management.
- Computer literacy and keyboard skills, experience within the building component of the GEAC/Pathway package would be advantageous.
- Ability to understand legislation and regulations associated with building control including within the Local Government.
- Understanding, interpreting, and providing advice to others on architectural and engineering drawings, plans and specifications.

### **4.6 Management Skills**

- Ability to work independently with initiative undertake planning to determine priorities and ensure deadlines are met.
- High level organisational skills with an excellent eye for detail and demonstrated experience in providing technical advice in Building services.

### **4.7 Interpersonal Skills**

- Highly developed oral and written communication skills and excellent interpersonal skills.
- Ability to gain co-operation of co-workers, applicants and the public in a friendly and cooperative manner.
- Negotiation, conflict resolution and problem-solving skills as it relates to building inspections and surveyance.
- Confidence in decision making and interpretation.
- Ability to write specialist reports, policies and briefing papers and contract management skills.

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### 5. Physical Requirements

Posture	<ul style="list-style-type: none"> <li>• Sitting at desk, work station or in meeting rooms</li> <li>• Driving up to 60 minutes at a time between workplaces, i.e. Greensborough, Plenty, Eltham, Diamond Creek, Panton Hill and Hurstbridge.</li> <li>• Driving to different parts of the shire up to 75kms for the purposes of site visits driving on both made and unmade roads.</li> <li>• Some standing</li> <li>• Some walking</li> </ul>
Upper Limb / Body	<ul style="list-style-type: none"> <li>• Some handwriting</li> <li>• Some reaching above shoulder and bending below the knee to access files and books</li> <li>• Some sustained neck flexion may be required when reading documents.</li> </ul>
Trunk	<ul style="list-style-type: none"> <li>• Some twisting, e.g. access desk drawers,</li> <li>• Bending below the knee</li> </ul>
Work Environment	<ul style="list-style-type: none"> <li>• Indoor air conditioned offices with carpeted floors</li> <li>• Outdoor in varying temperatures in line with Council Heat and UV procedures</li> <li>• Wearing required uniform and task specific safety wear</li> <li>• Adjustable work station</li> <li>• Adjustable chair provided</li> </ul>
Weights	<ul style="list-style-type: none"> <li>• Lifting weights up to approximately two reams of A4 paper</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Simultaneous talking on the telephone and writing down of notes</li> <li>• Climbing of stairs between levels (shire office also has a lift available) or to get in/ out of some workplaces.</li> <li>• Climbing and using ladders</li> </ul>

### 6. Key Selection Criteria

- Registration as Building Inspector (Unlimited preferred) or a Building Surveyor (Limited) with the Victorian Building Authority
- Demonstrated experience in undertaking mandatory building inspections on all classes of buildings to ensure compliance of building work with the relevant building permit.
- Demonstrated experience in the assessment of building permit applications.
- Proven experience in performing inspections for the purpose of preparing reports or associated action under the Building Act 1993 and Building Regulations 2018 including essential services, swimming pools, enforcement and bushfire related properties, including prosecution proceedings.
- Proven ability to effectively operate as part of a multi-disciplinary team.
- Computer literacy and keyboard skills. Experience with the building component of an organisation-wide computer system.
- Ability to plan, prioritise and organise work within a set timetable and in an environment of change and resource constraint.
- Ability to understand legislation and regulations associated with building control including within the Local Government.
- Demonstrated knowledge and experience in OHS and Risk management legislation, processes and practices and how they apply to Building Services and/or related disciplines.
- Current driver's license.

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### 7. Other relevant information

- This position requires a pre-employment police check. This check will be organised by Nillumbik Shire Council as part of the recruitment process. Permission will be sought prior to this check being undertaken.
- This position requires a pre-existing injury and medical declaration form. This form will be provided to you for completion by Nillumbik Shire Council as part of the recruitment process.
- This position requires a pre-employment medical check which will be organised by Nillumbik Shire Council as part of the recruitment process.
- This position requires a Working with Children Check. The successful applicant must provide a copy of their WWC Check Card to Nillumbik Shire Council prior to commencement for placement on their Personnel File, and notify the Department of Justice within 21 days of commencement of employment with Nillumbik Shire Council.
- The incumbent **may** be required to work on weekends and evenings dependant on the requirements of programs, projects and community consultations.
- This position requires evidence of qualification, Licence and Registration documentation to be submitted.

### 8. Recruitment information

Nillumbik Shire Council is committed to equal employment opportunity and encourages applications from people with disability. Applicants will be considered based on merit as per relevant skills, qualifications, and experience. We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

Applicants must have, and provide proof of, the legal right to work in Australia.

The successful applicant will be required to sign a copy of the Position Description to state that they have read and understood and agree to all requirements.

### 9. Application information

To obtain any additional information regarding this position, please contact.

To obtain any additional information regarding this position, please contact Michael Almonte, MBS & Manager Building Services on (03) 9433 3239. Applications can be submitted online at [Nillumbik Website](#) until 10pm Wednesday, 21 April 2025. Apply now!

Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace. With one in five Australians identifying as having a disability, Council is committed to providing the best possible experience for everyone, regardless of their ability. This position description can be provided in an alternative format, by request. Applicants being offered an interview with Council are encouraged to advise if any adjustments are required to support them during the interview process.

If you need any support or reasonable adjustments at any stage during the recruitment process, please contact Human Resources at [hmail@nillumbik.vic.gov.au](mailto:hmail@nillumbik.vic.gov.au)