

# 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>	Coordinator Building Services - Deputy Municipal Building Surveyor
<b>Position Number:</b>	0884
<b>Classification:</b>	Senior Executive Officer
<b>Tenure:</b>	Permanent Full Time
<b>Directorate:</b>	Planning, Environment & Strategy
<b>Department and Unit:</b>	Building Services
<b>Reports To (Title):</b>	Manager Building Services – Municipal Building Surveyor
<b>PD approved by (Director Title):</b>	Director Planning, Environment and Strategy
<b>Date approved by Director:</b>	June 2025
<b>Date approved by HR:</b>	June 2025

### Leadership Framework

All leaders at Nillumbik are expected to demonstrate the capabilities and behaviours expressed in the [Nillumbik Leadership Framework](#). These are:

Being Strategic	<ul style="list-style-type: none"> <li>• Is future-orientated.</li> <li>• Adapts to, envisages, leads and manages change.</li> <li>• Takes a holistic approach and applies system thinking.</li> <li>• Can problem-solve.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Maintains a positive attitude and demonstrates self-awareness.</li> <li>• Acts with integrity.</li> <li>• Demonstrates initiative.</li> <li>• Displays emotional intelligence.</li> <li>• Is customer-centric.</li> </ul>
People and Performance	<ul style="list-style-type: none"> <li>• Motivates and empowers others.</li> <li>• Is a strong people-manager.</li> <li>• Identifies and builds talent.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Communicates effectively and works collaboratively.</li> <li>• Manages relationships with stakeholders and decision makers.</li> <li>• Influences and negotiates effectively.</li> <li>• Demonstrates political acumen.</li> </ul>
Delivers Outcomes	<ul style="list-style-type: none"> <li>• Translates strategy into actions.</li> <li>• Tracks progress and takes action.</li> <li>• Takes ownership and is accountable.</li> <li>• Makes decisions and delivers results.</li> </ul>

### 1. Position Purpose

This position sits within the Building Services Team as a part of the Planning, Environment & Strategy Directorate. The team is responsible for the delivery of meeting Council's obligations under the *Building Act 1993 & Building Regulations 2018*, including issuance of building permits and statutory functions.

The key purpose of the Building Services Department is to deliver an industry leading statutory building service for Council and the Nillumbik community, including a range of approvals, enforcement, monitoring, reporting, consent and inspection services. Council's aim is to deliver customer-focused, professional and timely building services, conducted in accordance with Council policy, relevant legislation, regulations, codes and local laws, demonstrating high levels of integrity and accountability.

The purpose of the Deputy Municipal Building Surveyor - Coordinator Building Services is to provide leadership, supervision and mentoring to the team, ensure Council meets its statutory obligations in accordance with the Building Act; develop the Building Services statutory, business and associated

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administrative functions; motivate fellow team members and promote a culture of outstanding customer service, innovation, continuous learning and improvement.

### 2. Position Objectives

The Deputy Municipal Building Surveyor - Coordinator Building Services plays a key role in demonstrating leadership that drives the delivery of customer focused, timely and professional statutory building services with a strong culture of staff and customer engagement and continuous improvement. In particular, the objectives for this position include:

- Supporting the Municipal Building Surveyor (MBS) in delivering an industry leading building service that ensures the quality and safety of building construction throughout Nillumbik. This is achieved through leadership, rigorous technical expertise, risk management and compliance with legislative controls.
- Provide effective leadership, mentorship, and guidance to the Building Services team, fostering a positive, collaborative, and high-performance work environment. This includes promoting professional development, managing performance, and building a culture of continuous improvement and accountability.
- As a delegate of the Municipal Building Surveyor (MBS), ensure Council meets its statutory obligations and exercises its duty of care by addressing building matters and risks in a fair and equitable manner.
- When deputising as the Municipal Building Surveyor (MBS), fulfil the statutory position of the MBS as prescribed by the Building Act.
- Coordinate timely investigations and issue of appropriate enforcement (Part 8, Building Act 1993), including the referral of matters to magistrate and any necessary follow ups to ensure community safety and compliance with the Building Act and Regulations;
- Coordinate the efficient delivery of mandatory inspections and issue any necessary directions/enforcement to ensure compliance with issued building permit. Where appropriate, issue associated Certificate of Final Inspection/ Occupancy Permits;
- Assist the Municipal Building Surveyor in delivery of building permit services in an efficient and cost-effective manner that ensures fulfilment of statutory obligations;
- Providing support to Emergency Management and Services through participation in the after-hours emergency call out program;
- Contribute to the development and implementation of the Building Services Plan, providing a 4-5 year road map of technology, process and system improvements to support enhance customer, community and team outcomes, along with driving ongoing improvements;
- Contribute to and participate in the review and implementation of unit policies, quality procedures and staff development.

### 3. Organisational Relationships

<b>Direct Reports</b>	Assistant Building Surveyor/ Building Inspector Assistant Building Surveyor Building Inspector Asset Protection and Compliance Officer
<b>Total FTE</b>	3
<b>Financial Budget and Delegation</b>	\$5,000
<b>Internal Relationships</b>	CEO, Mayor and other Councillors, Executive Leadership Team, Managers and all other staff.
<b>External Liaisons</b>	Victorian Building Authority and Building Appeals Board Registered building practitioners. Customers, residents, community organisations, businesses Architects, designers, applicants, planners, engineers,

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	Consultants. MFB, CFA, Police and other emergency services agencies Government departments, authorities, agencies, utilities Professional groups (VMBSG, AIBS and others). Other municipalities including neighbouring councils Legal representatives, contractors.
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### 4. Key result areas

#### 4.1. Building Service Delivery, Management and Compliance

- Oversee the delivery of efficient and compliant building services, ensuring adherence to legislative requirements, Council policies, and industry standards.
- Provide effective leadership and direction to the building services team to achieve optimal performance and service delivery.
- Ensure the team is managed with adherence to relevant Acts, Regulations and Council policies and procedures.
- Provide advice, support and mentorship to the team.
- Manage building permit processes, including assessment, approval, and issuance, while maintaining compliance with statutory obligations. This includes demonstrating good problem-solving skills in assessing building applications, including Report and Consent applications and building permit applications.
- Coordinate and conduct building inspections to verify compliance with approved plans and regulations.
- Initiate and manage enforcement actions as required, including issuing building notices, orders, and undertaking legal proceedings.
- Provide expert technical advice to internal and external stakeholders on building-related matters.
- Ensure that all activities align with the objective of delivering an industry-leading building service that ensures the quality and safety of building construction.

#### 4.2. Stakeholder Management

- Build and maintain strong relationships with customers, stakeholders, and industry partners.
- Establish working relationships that support a collaborative working environment.
- Represent the Council at industry forums and events to enhance Council's reputation.

#### 4.3. Strategic Planning and Improvement

- Contribute to the development and implementation of the Building Services Plan, aligning with Council's strategic objectives.
- Collaborate with the Manager of Building Services to develop and refine team policies, strategies, quality systems, and staff development initiative.
- Identify opportunities for process improvement and implement changes to enhance efficiency and effectiveness.
- Stay informed of industry trends, best practices, government policy and legislation, service direction and trends to drive continuous improvement.
- Collect and analyse performance data to inform decision-making and identify areas for improvement.
- Support the Municipal Building Surveyor (MBS) to ensure that strategic planning and improvement initiatives align with the objective of driving ongoing improvements.

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### **4.4. Project Management**

- Take a lead role in the delivery of Building Services related projects as detailed in the Building Services Plan and Unit Business Plan.
- Manage projects that deliver an industry-leading building service which ensures the quality and safety of building construction throughout the Shire from commencement to completion.

### **4.5. Continuous improvement**

- Encourage an environment where innovation, continuous improvement and achievement are emphasised and rewarded.
- Working with the Manager, maximise efficiency and effectiveness of the performance of the unit by developing unit level performance statistics, refining procedures and structures to provide productivity improvements, developing and pursuing strategies aimed at making the best use of contemporary technology and participating in cross Council and functional activities as required.
- Promote and encourage flexibility and efficient collaboration throughout the organisation by supporting the establishment of short-term cross functional teams to identify, analyse and address opportunities and challenges facing the organisation.

### **4.6. Relationship management**

- Establish and maintain professional relationships across Council to provide reliable and concise information and advice in a supportive and responsive manner and to implement the decisions and policies of the Council.
- Develop and maintain positive and beneficial relationships with relevant networks including those in local, state and federal government and other external organisations and bodies, as agreed with the Municipal Building Surveyor (MBS).
- Promote a positive image of Council and its activities, developing and strengthening Council's relationships with all sectors of the local community, including the business community and relevant external organisations.

When deputising as the Municipal Building Surveyor:

- Provide high level and strategic building advice to Council, the Executive Management Team and other staff and advise Council of any risk or building / life safety matter that may impact upon any obligation of law.
- Work with other Council Departments on the interpretation and implementation of the building surveying legislative framework and provision of specialist advice.
- Represent Council on advisory committees or at relevant functions or events, encouraging a team culture of professional liaison with peers and agencies to maintain professional competencies and further Council's interests.
- Represent Council at statutory tribunals and legal proceedings and exercise sound and professional judgement as required during these activities.
- Make sound technical judgements and provide accurate advice on building surveying and statutory building matters on behalf of Council.
- Promote a positive image of Council and its activities, developing and strengthening Council's relationships with all sectors of the local community, including customers, the business community and relevant external organisations.
- Develop and maintain positive and beneficial relationships with relevant networks including industry groups and local and state government bodies.
- Establish and maintain professional relationships with Councillors to provide reliable, accurate and concise information and advice in a supportive and responsive manner and to implement the decisions and policies of the Council.

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### **4.7. Community engagement and customer service**

- In collaboration with the Municipal Building Surveyor (MBS), lead the team to actively engage and consult with its community and facilitate community input to the decision making process by monitoring customer requirements and the quality of the unit's services to ensure responsiveness, accessibility and accountability of all services.
- Deliver exceptional customer service by responding promptly to inquiries and resolving issues effectively.
- Manage customer expectations and provide clear communication throughout the building permit process.
- Support the Municipal Building Surveyor (MBS) and the Director in ensuring that Council's objective of customer service excellence is reflected in the operations of the unit by developing and maintaining systems and processes to ensure responsive, timely and high quality follow-up to enquiries, service requests and complaints from all customers.

### **4.8. People, culture, safety, health and wellbeing**

- Work with the Director, Municipal Building Surveyor (MBS) and staff in providing leadership and shaping the organisational culture by promoting Council's organisational vision and leading staff in a way that aligns with Council's vision, values, expectations and policies to achieve organisational outcomes.
- Ensure the development and review of individual performance management plans with outcomes based objectives which align to the delivery of organisational priorities.
- Identify future talent and invest in team and individual development opportunities to build organisational capability.
- 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.

### **4.9. Financial Management**

- Provide effective financial administration, undertaking preparation, management and reporting of the unit annual budget/project budgets and maximising the financial benefit of all allocations.
- Provide advice to the Municipal Building Surveyor (MBS) and the Director, on potential income opportunities from other sources to enable implementation of priority projects that complement the goals of Council.
- Manage and approve expenditure of funds on behalf of Council, in line with delegated authority and in compliance with Council's Procurement Policy and Procedural Guidelines.

### **4.10. Risk Management**

- Be conversant with Council's Risk Management Policy and Strategy and accountable for implementation and adherence to the policy.
- 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.

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### 5. Physical Requirements

Posture	<ul style="list-style-type: none"> <li>• Driving a vehicle to other locations, as required</li> <li>• Standing and bending</li> <li>• Walking on uneven surfaces</li> <li>• Climbing ladders and working at heights</li> </ul>
Upper Limb / Body	<ul style="list-style-type: none"> <li>• Lifting and lowering materials, e.g. getting materials from shelves, putting material in and out of a vehicle</li> <li>• Pushing, pulling and lifting, e.g. setting up for the program, lifting materials, pulling or pushing the carts and barrows</li> </ul>
Trunk	<ul style="list-style-type: none"> <li>• Some twisting, e.g. access desk drawers, collecting water bugs from the dam</li> <li>• Carrying items, e.g. materials for the program</li> </ul>
Work Environment	<ul style="list-style-type: none"> <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>• Working at heights and on work sites</li> <li>• Indoor air conditioned offices with carpeted floors</li> <li>• Indoor carrying out office duties</li> </ul>
Weights	<ul style="list-style-type: none"> <li>• Lifting and pushing heavy items, e.g. ladders</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Interacting with internal and external customers</li> </ul>

### 6. Specialist Skills, Qualifications and Experience

- A tertiary degree in Building Surveying with substantial experience, or a Diploma in Building Surveying with extensive and diverse experience as Building Surveyor.
- Current unconditional registration as a Building Surveyor (Unlimited) with the Victorian Building Authority with demonstrable extensive experience in plan checking and mandatory inspections.
- Extensive experience in building permit application assessment, and significant experience in building surveying, including applications, inspections and enforcement.
- Proven expertise in managing Building Surveying customer enquiries, systems, processes, and best practices for customer and technical support.
- Exceptional leadership, management, interpersonal, communication, negotiation, and conflict resolution skills, with the ability to motivate staff and effectively engage diverse stakeholders.
- Demonstrated knowledge of the Building Act, Building Regulations, Building Code of Australia and Australian Standards to resolve technical issues.
- Developed understanding of the Building Services Department's strategy, goals, policies, and contribution to the Council Plan, along with knowledge of Council's Local Laws, policies, and procedures.
- Proficiency in a range of computer applications (Microsoft Windows suite, Pathway and records management experience).
- Excellent comprehension of architectural/engineering documents and building regulations enables effective customer communication.
- High level of organisational and time management skills, with the ability to prioritise workloads and meet deadlines
- Strong written communication skills, with the ability to prepare clear and concise reports, correspondence and legal documents.
- Ability to work independently and as part of a team, demonstrating initiative, flexibility and adaptability.
- Victoria Construction Induction "white card" issued by WorkSafe.
- Holder of, or willingness to obtain, the Traffic Controller Skill Set (TC1 card) and Traffic Management Implementer Skill Set (TMI1 card).

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### **7. Interpersonal Skills**

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community.
- Exceptional written and oral communication skills, including the ability to prepare and present complex reports, develop sound arguments, effectively liaise with a diverse range of people, and demonstrate strong persuasion skills.
- Proven ability to lead, motivate and develop staff, fostering a positive and collaborative environment.
- An ability to quickly understand and implement new ideas, concepts and processes.
- Ability to be calm under pressure and when dealing with difficult stakeholders, effectively resolving specialist problems, including the ability to present at public meetings.
- Ability to liaise with Building Services counterparts in other organisations and with colleagues in other internal teams to resolve intra-organisational problems.
- Good problem-solving skills in assessing building applications including Report and Consent.

### **8. Key Selection Criteria**

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community.
- A tertiary degree in Building Surveying with substantial experience relevant to the position or a Diploma in Building Surveying with extensive and diverse experience as Building Surveyor.
- Certificate of registration as a Building Surveyor (Unlimited) without conditions as issued by the Victorian Building Authority.
- Extensive and demonstrable experience in building surveying, including assessment of building permit applications, building inspections, and enforcement actions.
- Demonstrated knowledge and experience of the Building Act, Building Regulations, Building Code of Australia and Australian Standards to resolve technical issues; and a sound knowledge of construction principles, techniques, and practices.
- Proven leadership skills, including the ability to lead, mentor, and guide teams within the building industry, fostering a positive, collaborative, and high-performance work environment; ability to promote professional development, manage performance, and build a culture of continuous improvement and accountability.
- A professional and personable demeanour and the ability to effectively interact with a range of individuals, including members of the public, residents, ratepayers, staff and external organisations.
- Highly developed oral and written communication skills and excellent interpersonal skills.
- Valid Victorian driver's license.
- Victoria Construction Induction "white card" issued by Work Safe and the ability to meet the physical requirements of the role.
- Holder of, or willingness to obtain, the Traffic Controller Skill Set (TC1 card) and Traffic Management Implementer Skill Set (TMI1 card).

### **9. 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.

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- 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 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.

### 10. Recruitment information

Nillumbik Shire Council is committed to equal employment opportunity and encourages applications from people with disability, First Nations people and gender diverse people. 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. Nillumbik Shire Council prides itself on being a child safe organization and has zero tolerance for child abuse.

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.

### 11. Application information

To obtain any additional information regarding this position, please contact **Michael Almonte**, Municipal Building Surveyor and Manager Building Services, during business hours on (03) 9433 3239/ 0419 280 953. Applications can be submitted online at [Nillumbik Website](#) until 10pm Thursday 3 July 2025.

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)