



## Position Description

POSITION TITLE:	<b>Principal Building Surveyor</b>
DEPARTMENT:	Planning and Community Development
REPORTS TO:	Manager Development and Regulatory Services
LOCATION:	Administration Centre
SALARY SYSTEM GRADE:	Grade 8 – 9
REMUNERATION PACKAGE:	Superannuation Ability to lease vehicle for private use in accordance with Council's Vehicle Policy Access to a range of salary packaging benefits
HOURS OF WORK:	35 hours per week (9 day fortnight)

### Our Mission

To meet the challenges of our unique and diverse region

### Purpose of Position

The Building Services Coordinator leads a team of Building Certifiers/Surveyors to deliver building certification and surveying services to support economic growth and development in the Kyogle Local Government Area.

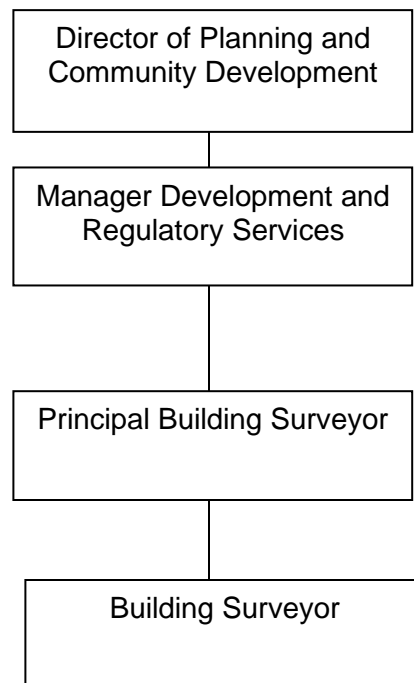
### Award Provisions

Award:	Local Government (State) Award 2023
Award Grade:	Band 3 Level 2 – Band 3 Level 3

## Organisational Relationships

WITHIN DEPARTMENT:	Director of Planning and Community Development Manager Development and Regulatory Services Technical and professional staff
WITHIN COUNCIL	Operational Staff Salary staff Contractors
EXTERNAL TO COUNCIL (e.g. community, business & other government)	Government Departments Builders / Contractors Residents Solicitors Consultants

## Organisational Chart



## Schedule of Duties






- Assessing development applications, including applications for complying development certificates, in accordance with relevant legislation and building codes
- Assessing applications for building certificates including construction certificates, occupation certificates, building information certificates and issuing certificates as required.
- Monitoring the construction of new buildings to ensure compliance with approved plans and conditions of development consent, including carrying out critical stage inspections.
- Carrying out inspections including building, fire safety and swimming pool safety inspections and issuing notices under applicable legislation.
- Investigating unauthorised building work and leading actions to ensure compliance with applicable legislation.
- Ensuring building services are provided by Council in accordance with the requirements of applicable planning and building certification legislation, policies and standards.
- Providing technical advice and preparing correspondence to internal and external stakeholders on development and building compliance matters.
- Preparing reports on development, building compliance and other matters where required.
- Supervising staff in the delivery of building services.
- Assisting in developing and maintaining a team culture that values performance, continuous improvement and adherence to public sector values in the delivery of high-quality services.
- Application of the principles and practices of Equal Employment Opportunity and Work Health and Safety to the work place and practices.
- Other relevant duties as required.

## Role Capabilities

**This position is a ‘career-graded’ position. This means professionals at various stages of their career may be assessed as suitable for appointment to the position,** depending on their qualifications and experience.

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Table 1 outlines the full list of capabilities and levels of competency required for appointment at each Grade under this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Table 1: Role requirements			
Technical Requirements		Grade 8	Grade 9
Accreditation, or eligibility for accreditation by the Building Professionals Board of NSW		Building Surveyor – Restricted (Class 1 and 10 buildings)	Building Surveyor – Restricted (all classes of buildings)
Drivers Licence		Class C	Class C
Role Capabilities			
 Personal attributes	Manage Self	Advanced	Highly Advanced
	<b>Display Resilience and Courage</b>	<b>Adept</b>	<b>Advanced</b>
	Act with Integrity	Adept	Advanced
	Demonstrate Accountability	Adept	Adept
	<b>Communicate and Engage</b>	<b>Adept</b>	<b>Advanced</b>
 Relationships	<b>Community and Customer Focus</b>	<b>Adept</b>	<b>Advanced</b>
	Work Collaboratively	Adept	Adept
	Influence and Negotiate	Adept	Adept
	Plan and Prioritise	Adept	Adept
 Results	Think and Solve Problems	Adept	Advanced
	Create and Innovate	Intermediate	Adept
	<b>Deliver Results</b>	<b>Adept</b>	<b>Advanced</b>
	Finance	Adept	Adept
 Resources	Assets and Tools	Adept	Adept
	Technology and Information	Adept	Adept
	Procurement and Contracts	Adept	Adept
	<b>Manage and Develop People</b>	-	<b>Adept</b>
 Workforce Leadership	Inspire Direction and Purpose	-	Adept
	Optimise Workforce Contribution	-	Adept
	Lead and Manage Change	-	Adept

## Focus Capabilities

The focus capabilities for the position are those judged most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment. The focus capabilities for this position are outlined in Tables 2 – 3.

### Grade 8

**Table 2: Focus Capabilities for Grade 8**

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability <i>Express own views, persevere through challenges and be flexible and willing to change.</i>	Adept	<ul style="list-style-type: none"> <li>Is flexible, showing initiative and responding quickly to change</li> <li>Accepts changed priorities and decisions and works to make the most of them</li> <li>Gives frank and honest feedback/advice</li> <li>Listens when challenged and seeks to understand criticisms before responding</li> <li>Raises and works through challenging issues and seeks alternatives</li> <li>Stays calm and acts constructively under pressure and in difficult situations.</li> </ul>
<b>Relationships</b> Communicate and Engage <i>Communicates clearly and respectfully, listens and encourages input from others.</i>	Adept	<ul style="list-style-type: none"> <li>Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>Clearly explains complex concepts and technical information</li> <li>Adjusts style and approach flexibly for different audiences</li> <li>Actively listens and encourages others to provide input</li> <li>Writes fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Community and Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	Adept	<ul style="list-style-type: none"> <li>Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>Takes responsibility for delivering quality customer-focused services</li> <li>Listens to customer and community needs and ensures responsiveness</li> <li>Builds relationships with customers and identifies improvements to services</li> <li>Finds opportunities to work with internal and external stakeholders to implement improvements to customer services.</li> </ul>

**Table 2: Focus Capabilities for Grade 8**

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Deliver Results <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i>	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members flexibility to decide how to get the job done.</li> </ul>

**Grade 9****Table 3: Focus Capabilities for Grade 9**

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability <i>Express own views, persevere through challenges and be flexible and willing to change.</i>	Advanced	<ul style="list-style-type: none"> <li>• Is flexible and readily adjusts own style and approach to suit the situation</li> <li>• Adjusts tactics or priorities in response to changes in the organisational environment</li> <li>• Gives frank, honest advice even in the face of strong contrary views</li> <li>• Accepts criticism of own ideas and responds in a thoughtful and considered way</li> <li>• Welcomes challenges and persists in raising and working through difficult issues</li> <li>• Shows composure and decisiveness in dealing with difficult and controversial issues.</li> </ul>
<b>Relationships</b> Communicate and Engage <i>Communicates clearly and respectfully, listens and encourages input from others.</i>	Advanced	<ul style="list-style-type: none"> <li>• Puts forward compelling arguments</li> <li>• Explains complex concepts appropriately for diverse audiences</li> <li>• Anticipates and addresses key areas of interest for diverse audiences and adapts style under pressure</li> <li>• Invites, actively listens and responds respectfully to questions, comments and suggestions.</li> </ul>
<b>Relationships</b> Community and Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	Advanced	<ul style="list-style-type: none"> <li>• Demonstrates a thorough understanding of the interests, needs and diversity in the community</li> <li>• Promotes a culture of quality customer service</li> <li>• Initiates and develops partnerships with customers and the community to define and evaluate service outcomes</li> <li>• Ensures that the customer is at the heart of business process design</li> <li>• Makes improvements to management systems, processes and practices to improve service delivery</li> <li>• Works towards social, environmental and economic sustainability in the community/region</li> </ul>

**Table 3: Focus Capabilities for Grade 9**

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Deliver Results <i>Achieve results through efficient use of resources and a commitment to quality outcomes.</i>	Advanced	<ul style="list-style-type: none"> <li>• Sets high standards and challenging goals for self and others</li> <li>• Delegates responsibility appropriately and provides support</li> <li>• Defines what success looks like in measurable terms</li> <li>• Uses own professional knowledge and the expertise of others to drive results</li> <li>• Implements and oversees quality assurance practices.</li> </ul>
<b>Workforce Leadership</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>• Clearly communicates roles and responsibilities in the team</li> <li>• Discusses and sets clear performance goals and standards</li> <li>• Gives regular feedback with the aim of improving performance and helping others learn and develop</li> <li>• Recognises development needs of individuals and identifies suitable learning opportunities</li> <li>• Recognises ongoing performance issues and works towards resolving them.</li> </ul>

## Role Skills

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 4 below, in addition to meeting the technical requirements relevant to each Grade, and demonstrating competency in the core capabilities described under the Local Government Capability Framework relevant to each Level.

**Table 4: Skill progression**

Level	Skill required
1 (Grade 8, Entry)	<ul style="list-style-type: none"> <li>• Accreditation as a Building Surveyor – Restricted (Class 1 and 10 buildings) (previously Category A3 Accreditation) under the Professional Building Board Accreditation Scheme.</li> </ul>

**Table 4: Skill progression**

Level	Skill required
<b>2</b> <b>(Grade 8, Steps 1-3)</b>	<ul style="list-style-type: none"> <li>• Able to effectively exercise the authorities conferred for a Building Surveyor – Restricted (Class 1 and 10 buildings) under the Professional Building Board Accreditation Scheme</li> <li>• Able to prepare draft certificates for authorisation by a higher accredited Building Surveyor/Certifier</li> <li>• Able to investigate unauthorised building work and make appropriate recommendations for action</li> <li>• Good understanding of building and planning legislation including the Building Code of Australia and development assessment process and able to accurately interpret and apply building and planning legislation</li> <li>• Able to assess a range of development applications and appropriately apply a range of conditions as necessary</li> <li>• Able to review building related legislation, regulation, policies and proposals and accurately identify implications for Council</li> <li>• Able to provide accurate advice to internal and external stakeholders on a range of building matters</li> <li>• Able to manage enquiries in relation to a range of building related matters and prepare appropriate written responses or provide verbal advice to customers</li> <li>• Effectively participates in meetings with internal and external stakeholders</li> <li>• Supervises Building Services Officer(s) to ensure effective delivery of building services.</li> </ul>
<b>2</b> <b>(Grade 8, Step 4)</b>	<p>In addition to skills under Level 2:</p> <ul style="list-style-type: none"> <li>• Develops operational work procedures and guidance relating to building matters</li> <li>• Effectively monitors the construction of new development and leads appropriate action in response to non-compliance with relevant building legislation and conditions of development consent.</li> </ul>
<b>3</b> <b>(Grade 9, Entry)</b>	<ul style="list-style-type: none"> <li>• Accreditation as a Building Surveyor – Restricted (all classes of buildings) (previously Category A2 Accreditation) under the Professional Building Board Accreditation Scheme.</li> </ul>



**Table 4: Skill progression**

Level	Skill required
4 (Grade 9, Step 1)	<p>In addition to skills under Level 3:</p> <ul style="list-style-type: none"> <li>• Able to effectively exercise the authorities conferred for a Building Surveyor – Restricted (all classes of buildings) under the Professional Building Board Accreditation Scheme</li> <li>• Thorough understanding of building and planning legislation including the Building Code of Australia and development assessment process and able to accurately interpret and apply building and planning legislation</li> <li>• Able to assess complex development applications and appropriately apply a range of conditions as necessary</li> <li>• Manages actions relating to regulating unlawful or unapproved buildings and development</li> <li>• Supervises Building Services Officer(s) to ensure effective delivery of building services</li> <li>• Provides accurate advice to internal and external stakeholders on complex building matters</li> <li>• Manages enquiries in relation to complex building related matters and prepare appropriate written responses or provide verbal advice to customers</li> <li>• Investigates complaints in an impartial manner and takes appropriate remedial action in consultation with the Manager Development and Regulatory Services</li> <li>• Prepares draft reports to Council for review by the Manager Development and Regulatory Services</li> <li>• Leads meetings with internal and external stakeholders</li> <li>• Participates in legal proceedings in line with delegated authority.</li> </ul>
5 (Grade 9, Step 2)	<p>In addition to the skills under Level 4:</p> <ul style="list-style-type: none"> <li>• Reviews internal policies, practices and procedures in relation to building matters and makes recommendations to achieve continuous improvement</li> <li>• Leads community consultation on building matters</li> <li>• Prepares and implements project plans</li> <li>• Prepares procurement documentation to engage consultants and contractors where required</li> <li>• Acts as a mentor, role model and sounding board for others.</li> </ul>
6 (Grade 9, Step 3)	<p>In addition to the skills under Level 5:</p> <ul style="list-style-type: none"> <li>• Develops Council policies and procedures in relation to building matters</li> <li>• Manages contracts to ensure timely delivery of quality outputs on behalf of Council</li> </ul>
7 (Grade 9, Step 4)	<p>In addition to the skills under Level 6:</p> <ul style="list-style-type: none"> <li>• Undertakes public education on building matters</li> <li>• Participates in, and contributes to, preparation of organisational strategies and plans</li> <li>• Manages Building Services Officer(s).</li> </ul>

## Acceptance of Position Description

I, \_\_\_\_\_, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on \_\_\_\_\_.

(insert date)

Signed: \_\_\_\_\_

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