

POSITION DESCRIPTION



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| Title: | Building Coordinator |
| Position Number: | DF55 |
| Classification: | Band 8 |
| Directorate: | Sustainable Development |
| Department: | Building, Planning and Compliance |
| Award: | Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001 |
| Incumbent: | Vacant |

ORGANISATIONAL RELATIONSHIPS

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|--|---|
| Reports to: | Municipal Building Surveyor |
| Direct Reports: | <ul style="list-style-type: none">■ Building Inspector Limited■ Building Officer |
| Primary Internal Relationships: | <ul style="list-style-type: none">■ Chief Executive Officer■ Executive Leadership Team■ Responsible Managers■ Sustainable Development Staff■ Councillors■ All Staff |
| Primary External Relationships: | <ul style="list-style-type: none">■ Developers and consultants■ Builders■ Community including special interest groups■ Peers from other municipalities■ Industry professional associations■ Goulburn Valley Authority■ Building Commission■ Building Appeals Board■ Country Fire Authority■ General Public |

POSITION OBJECTIVES

To co-ordinate the delivery of services provided by Council's Building Department, overseeing and leading the Building Services team, motivating and developing team members, providing specialist advice and a professional level of customer service whilst adhering to Council's responsibility for the administration and enforcement of the Building Act within the Municipality.

KEY SELECTION CRITERIA

- Co-ordinate and ensure effective administration and enforcement of the Building Act and to provide leadership, supervision and direction to other members of the Building Department.
- Extensive knowledge of the Building Act, Regulations and Relevant Australian standards and the services delivered by Local Government with the ability to effectively and efficiently process building permit applications and associated correspondence.
- High level communication and interpersonal skills and ability to provide quality advice and customer service to relevant internal and external stakeholders.

- To effectively and efficiently manage the human, physical and financial resources under the responsibility of the building services unit area.
- To ensure that the building services unit provides quality customer service at all times.

KEY RESPONSIBILITY AREAS

- Conducting proper and thorough administration of the Building Act, Regulations and Council Policies. Ensuring that all development works comply with the standard and policies of the Council from time to time, in regard to building and flooding.
- Representing Council at Appeals and other building forum meetings when required and public consultation as necessary.
- Any other routine duties as directed consistent with the general requirement of the position including the multi-skilling provisions of the relevant award. Assist Municipal Building Surveyor to ensure Council complies with its statutory obligations. Advise Manager on policy development. Contribute in the preparation of Council's annual budget process and where directed, monitor expenditure.
- Develop and maintain a positive image of Council. Ensure the provision of all services has a focus on customer service and industry best practice.
- Ensure that performance reviews are undertaken, in conjunction with the Manager - Building, on a regular basis for all staff within the area of responsibility and that staff members have the opportunity for regular feedback on performance. Lead, support, train, supervise and direct staff in the Building Section in order to achieve individual, departmental and corporate objectives.
- Assist in the development, review and implementation of relevant departmental policies and procedures.
- Attend to enquiries on building and associated matters promptly and efficiently either in person, on site, by telephone or other electronic means.
- Undertake building inspections of class 1, 10 and class 2 to 9 buildings (up to 2000m² and 3 storey) building types to ensure compliance with the Building Act, Building Regulations, Building Code of Australia and relevant Australian Standards.
- Undertake inspections of Essential Safety Measures in existing buildings, swimming pool safety barriers and illegal building works.
- Ensuring the timely and appropriate processing of all report and consent applications and associated correspondence within the Building Section.
- Ensuring the timely and appropriate processing of all property information requests and associated correspondence within the Building Section.
- Examine applications for report and consent, and complete technical assessment, and sign letter that advises the applicant if the report and consent is approved or refused.
- Examine applications for property information requests, and complete technical assessment, and sign property information letter.
- Undertake inspections of illegal building works (class 1, 10, class 2 to 9 buildings up to 2000m² and 3 storey), and draft and sign the enforcement.
- Examine applications for building permits for class 1 and 10 buildings, and class 2 to 9 buildings up to 2000m² and 3 storey high, and sign the building permits.
- Examine applications for certificate of final inspection for class 1 and 10 buildings, class 2 to 9 buildings up to 2000m² and 3 storey, and sign the certificate of final inspections.
- Attend to afterhours call outs for building related emergencies as required (i.e. fire damaged house, house damaged by a car).

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for:

- Ensuring the timely and appropriate processing of all building permit applications and associated correspondence within the Building Section.
- The provision of advice on all building matters to members of the public and other relevant persons/authorities.
- The achievement of agreed, specific performance objectives for the position.
- Effectively implementing relevant work programs.
- Adoption and implementation of safe working practices and procedures.
- An adherence to relevant Council policies and procedures.
- Decisions made in accordance with Delegated Authority.

This position has the authority to:

- The degree of power and freedom to act. Subject to and within the framework of the provisions of relevant legislation and statutory requirements and Council's policies and procedures, the incumbent has the authority to undertake the tasks and responsibilities of the role within the scope of relevant legislation, statutory requirements, assigned delegations and Council policies and procedures.

Judgement and Decision Making

- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Identify and develop policy options for consideration of and/or selection by the Director.

Multiskilling and additional duties

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

SKILLS AND KNOWLEDGE

Specialist Skills and Knowledge

- Knowledge of the Building Act, Regulations and Relevant Australian Standards.
- Team building skills suitable to create and maintain a well motivated building unit.
- An awareness of commercial development methodology.
- Strong general knowledge of the services delivered by Local Government.
- Excellent research capabilities.
- General understanding of costing methodologies and systems.
- Ability to organise resources and complete projects within a specified timeframe.

Management Skills

- Skills in managing time, setting priorities and planning and organising one's own work and that of other employees reporting to the position, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- An understanding of and an ability to implement personnel policies and practices including awards, equal employment opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes. The incumbent would also be expected to contribute to the development and implementation of long term staffing strategies, including staff training.
- Ability to provide effective leadership and develop confidence and motivation for team at all levels.

Interpersonal Skills

- A high level of interpersonal skills with the ability to gain co-operation and assistance from others, including members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- An ability to liaise with their counterparts in other organisations to discuss and resolve building related problems and with other employees within their own organisation to resolve intra-organisational problems.
- Well-developed verbal and written communication skills are required for the position, including the ability to represent and negotiate on behalf of the Council.
- Ability to resolve conflict.
- Ability to communicate effectively with building contractors, members of the public and other organisational stakeholders.
- Sound computer literacy and keyboard skills. Experience with computerised database management systems is required.

QUALIFICATIONS AND EXPERIENCE

- Victorian Building Authority Registration as a Building Surveyor Limited (class 1, 10, 2 to 9 buildings 2000 m2 and 3 storey buildings) is required.
- A commitment to on-going personal and professional development.
- Proven ability to effectively communicate both verbally and in writing, the provisions of development control to all customers, including members of the community, Council officers, Government departments and Councillors is required.
- Proven ability and commitment to working as a member of a team and leadership skills to manage that team is required.
- A proven commitment to customer service principles and a demonstrated ability to provide a professional service to a diverse range of clients is required.
- Proven ability to negotiate innovative and practical solutions to issues arising from development applications and related processes are required.

OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Victorian Drivers Licence

LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

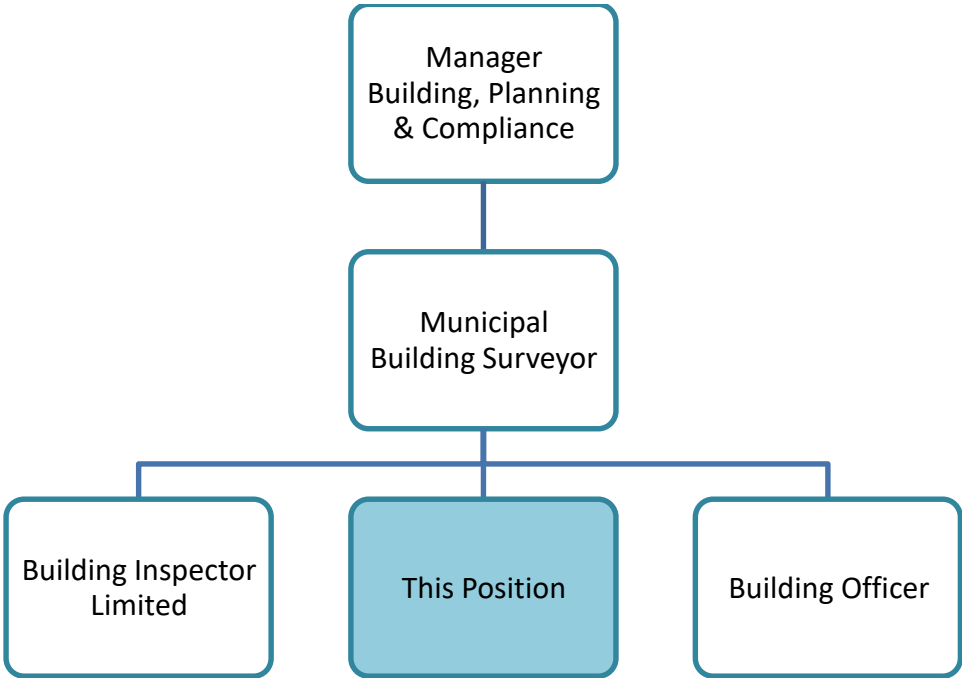
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

ORGANISATIONAL CONTEXT

Departmental Overview

The Building, Planning & Compliance Department provides the strategic planning, statutory planning, Building Surveying and Inspection and Building and Planning Support and Compliance functions of Council.



Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.



We are attentive, listen to others and consider all points of view in our decision making.



We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.



We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.



We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.



We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.



As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

SHARED ORGANISATIONAL RESPONSIBILITIES

Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

Recordkeeping

As an employee of the Victorian Public Service Sector, it is your responsibility to ensure you are fully aware of recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create and capture full and accurate records of all work related decisions and activities into relevant approved corporate systems.

Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

Climate Emergency

Greater Shepparton City Council recognises the need to urgently address the causes of climate change to ensure our operations and the community are able to adapt to the impacts. All employees are responsible for the effective implementation of the 2030 Zero Carbon Emissions Target and demonstrate a commitment to mitigating and adapting to climate change. This includes:

- Judgement and decision making authority.
- Provision of service to the community.
- Adherence to relevant climate change policies and plans.
- Sustainable procurement – seeking and selecting the lowest carbon option and sustainable option in accordance with Procurement Guidelines.

INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

| | |
|-------------------------|---|
| Never (N) | Does not occur |
| Rarely (R) | May occur but does not occur daily or weekly. (1% - 5% of the time spent) |
| Occasionally (O) | Does occur, time is set aside to perform this activity. (6% - 33% of the time spent) |
| Frequently (F) | Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent) |
| Constantly (C) | Primary activity for this position. (67% - 100% of the time spent) |

| | N | R | O | F | C |
|--|---|---|---|---|---|
| Work Environment | | | | | |
| Indoors | | | | X | |
| Outdoors | | | | X | |
| Slippery Surfaces | | | X | | |
| Uneven ground/Sloped areas | | | | X | |
| Work in isolation | | | | X | |
| Work in confined spaces | | X | | | |
| Work at heights | | | X | | |
| Work in dusty/fumes/foul smells | | X | | | |
| Exposure to loud noises requiring hearing protection | | | X | | |
| Exposure to personal waste | | X | | | |
| Body Posture | | | | | |
| Standing | | | | X | |
| Sitting | | | | X | |
| Squatting/Crouching | | | X | | |
| Kneeling | | | X | | |
| Twisting | | | X | | |
| Bending | | | X | | |
| Manual Handling | | | | | |
| Reaching or working overhead (above shoulder) | | | X | | |
| Reaching forward | | | X | | |
| Gripping/fine motor movement | | | X | | |
| Pushing/restraining | | | X | | |
| Driving a vehicle | | | | X | |
| Lifting floor to waist | | | X | | |
| Lifting waist to overhead | | | X | | |
| Lifting from a truck/trailer | | | X | | |
| Lifting 0 - <5kg | | | X | | |
| Lifting 5 - <10kg | | X | | | |
| Lifting 10 - <15kg | | X | | | |
| Lifting 15kg+ | | X | | | |
| Carrying awkward loads | | X | | | |
| Climb steps/stairs/ladder | | | | X | |
| Exposure to vibration | | X | | | |
| Psychosocial | | | | | |
| Give direction to others | | | | X | |
| Dealing with aggressive customers | | | | X | |
| Dealing with upset? customers | | | | X | |
| Supporting dependent persons | | X | | | |

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| | N | R | O | F | C |
|-------------------------------|---|---|---|---|---|
| Cognitive | | | | | |
| Written communication | | | | X | |
| Verbal communication | | | | X | |
| Comply with legislation | | | | X | |
| Problem solve | | | | X | |
| Reason/make sense of things | | | | X | |
| Make critical decisions | | | | | X |
| Ensure accuracy/details | | | | | X |
| Remember names/details | | | | X | |
| Show creativity | | | | X | |
| Examine/observe others | | | | X | |
| Work quickly | | | | X | |
| Concentrate amid distractions | | | | | X |

ACCEPTANCE AND AUTHORISATION

Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Name: _____

Signature: _____

Date: _____

Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

Authorising Officer Name: _____

Position: _____

Signature: _____

Date: _____