

BUILDING TECHNICAL OFFICER

Position No.	1368
Classification	Band 5, Permanent Full Time (76 hr per F/T 1.00 FTE)
Directorate	Community, Planning and Growth
Department	Regulatory Services
Division	Building Services
Department Context	The Building Services Division is located within the Regulatory Services Department and is responsible for the efficient allocation of building resources to ensure the successful delivery of Council's regulatory services model, including performing building inspections, reviewing Places of Public Entertainment (POPE) applications and checking compliance with approved plans and regulations.  <pre> graph LR MRS[Manager Regulatory Services] --- MBS[Municipal Building Surveyor] MBS --- SBO[Senior Building Technical Officer] MBS --- BTO[Building Technical Officer] MBS --- BSAO[Building Services Administration Officer] </pre>
Position Purpose	The Building Technical Officer services the Building Services Department and is responsible for supporting the Municipal Building Surveyor in delivering regulatory building services within the shire. This is achieved by provision of technical building advice, assisting with determination of report & consent applications to council, assisting with investigations of breaches of the Building Act/Regulations, management and record keeping on council's database systems – and administrative support functions. A primary responsibility of this position is fulfilling council's statutory responsibilities on safety requirements for swimming pool/spa.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Building Services

- Assist in delivering regulatory building services under the direction of the Municipal Building Surveyor (MBS), including support for compliance, enforcement, and audit activities under the guidance of the MBS / other registered building practitioner.
- Assist in the development, implementation, and ongoing refinement of Council's swimming pool and spa audit and compliance program in consultation with the MBS.
- Maintain the municipal swimming pool and spa register in accordance with legislation, including processing registrations & lodgements, reviewing technical submissions, managing overdue registrations & lodgements - and administering extensions and decommissioning requests.
- Assist in the assessment, processing and monitoring of authority Report & Consent applications for review and determination by the delegated officer under the guidance of the MBS or other registered building practitioner.
- Assist in the assessment, processing and monitoring of Place of Public Entertainment (POPE) applications for review and determination by the MBS under the guidance of the MBS / other registered building practitioner.
- Support building compliance investigations relating to illegal building works and breaches of legislation. This includes preliminary assessments of reported matters, arranging site inspections and associated record keeping – as well accompanying a registered building practitioner / authorised person with site inspections together with preparation of building inspection reports and drafting of enforcement documentation (building notices and orders, infringement notices, prosecution briefs and the like) under the guidance of the MBS / other registered building practitioner.
- Contribute to the follow-up, monitoring and resolution of outstanding or historical enforcement matters.
- Actively monitor and manage council systems (emails, Greenlight, CRMS) for building activity, queries applications and the like to meet service delivery targets for the building services division.
- Provide technical building advice on core building service regulatory functions under the guidance of the MBS / other registered building practitioner.
- Attend to and respond to counter, phone and email enquiries (and escalating complex matters where required) in a courteous and professional manner.
- Assist internal and external stakeholders with building-related enquiries and regulatory processes.
- Contribute to liaison with legal representatives and other external stakeholders where required.
- Maintain and update Council registers, systems, templates and documentation (including Greenlight, website content and application forms) in line with legislative requirements.
- Prepare and maintain standard operating procedures to support compliance investigations and audit programs.
- Assists with preparation of reports relating to Council's building functions to council and government bodies as required.
- Prepare draft documentation and recommendations to support statutory decision-making processes.
- Provide Regulatory Services Department administrative support functions as necessary and as directed by the MBS or Manager Regulatory Services.
- Undertake functions pursuant to Part 9A of the Building Regulations 2018 within the municipal district – which includes inspections of pool/spa safety barriers, preparing associated compliance reports, monitoring and issuing of Form 23 certificates, etc. This (non-mandated) building service is at the direction of the MBS – and based on the officer being or becoming registered as a building practitioner in the relevant category/class and under council delegation.

Emergency Management

- Undertake the role as a member of the Secondary Impact Assessment & Recovery Team (SIAR) and undertake responsibilities assigned by the Secondary Impact Assessment Coordinator.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Departments/Divisions objectives, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	• Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	• Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	• Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	• Extensive understanding and application of concepts and techniques

- Sets, leads, designs, innovates, monitors, regulates, develops others
- Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Intermediate
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Intermediate
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Intermediate
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Intermediate
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Intermediate
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Intermediate
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Intermediate
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Intermediate
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Foundational

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	• Accountable for achieving the primary objectives of this position. • Accountable for making decisions within the limits of delegated authority. • Accountable for behaving at all times in a manner consistent with Council's values, policies and procedures.
Judgement and Decision Making	• The objectives of the work are usually well defined with the method, technology, process or equipment used selected from a range of available alternatives. • The work involves improving and/or developing methods and techniques generally based on previous experience. Problem solving involves the application of these techniques to new situations.

	Guidance and advice are usually available from other Building Services officers or Municipal Building Surveyor.
Specialist Skills & Knowledge	- Knowledge of municipal requirements under the Building Act, Building Regulations, Codes and Standards. - Ability to work with customers to find options to problems that they are facing within the constraints of the relevant legislations, Acts, regulations and Council policies. - Up to date knowledge of Building enforcement procedures and regulatory requirements. - Knowledge of municipal responsibilities and requirements under the Building Act, Regulations and Codes. - Analytical and problem-solving skills and a demonstrated ability to produce well researched reports. - Proficient in an office environment with strong computer literacy, administrative, communication and organisational skills.
Management Skills	- Ability to manage time, set priorities, plan and organise workload to meet deadlines and expectations established by management. - Attention to accuracy and detail. - Attend and actively contribute to team meetings.
Interpersonal Skills	- Developed report writing skills demonstrating attention to detail. - Well-developed skills in managing and resolving conflict situations. - Ability to work as part of a team environment and to support and assist other team members. - Demonstrated ability to be self-motivated.
Qualifications & Experience	- The skills and knowledge required are beyond those acquired through completion of a TAFE certificate or associated diploma alone. The necessary skills and knowledge may be acquired through the completion of a Diploma of Building Surveying, Advance Diploma of Building Surveying, Bachelor of Building Surveying or a Certificate 4 in Building and Construction with little or no relevant work experience, or through lesser formal qualification with relevant work skills, or through relevant experience and work skills commensurate with the requirements of this band. - A sound understanding and demonstrated knowledge of the Building Act 1993, Building Regulations 2018, National Construction Code of Australia and referenced Australian Standards. - Strong customer service focus with a demonstrated commitment to delivering high quality customer service. - Excellent report writing skills. - Experience in a Local Government environment desirable. - Experience and or current registration as a Building Inspector (or Pool Safety Inspector) desirable.

KEY SELECTION CRITERIA

- Demonstrated proficiency in an office environment with strong administrative, communication and organisational skills.
- Knowledge of the Building Act 1993, Building Regulations 2018, Building Code of Australia and Australian Standards; including sound understanding of the enforcement of safety and building standards under

legislation.

- Experience in developing positive relationships with internal and external customers through well-developed interpersonal and problem-solving skills.
- Experience interpreting legislation, standards, regulations, and technical documentation.
- Well-developed written communication skills, including preparation of inspection reports and compliance notices.
- Ability to manage competing priorities and meet statutory timeframes.

Other Requirements

- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check.

APPROVAL

Approved By (Department):	Regulatory Services
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Reviewed By (P&C):	People & Culture Advisor
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Date:	July 2026
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Employee Acceptance:	<i>Accepted via onboarding portal</i>
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