


SENIOR BUILDING TECHNICAL OFFICER

Position No.	1237
Classification	Band 7, Permanent Full-time (1.0 FTE)
Directorate	Community, Planning & Growth
Department	Regulatory Services
Division	Building Services Division
Department Context	<p>The Building Services division is located within the Regulatory Services department and is responsible for the efficient allocation of building services 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.</p>  <pre> graph LR MR[Manager Regulatory Services] --- MB[Municipal Building Surveyor] MB --- SBT[Senior Building Technical Officer] MB --- CBS[Cadet Building Surveyor] MB --- BSAO[Building Services Administration Officer] </pre>
Position Purpose	<p>The Senior Building Technical Officer assists the Municipal Building Surveyor in the administration of the Building Act 1993, Building Regulations, associated Codes and Standards administered by the Building Services Division. This is achieved by undertaking and reporting on inspections, preparing report and consents, assessing POPE applications, providing high level technical written and verbal advice to internal and external customers and conducting essential safety measure inspections in accordance with the instrument of delegation/authorisation signed by the Municipal Building Surveyor and Council.</p>

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 Inspections, Compliance and Advice

- Undertake inspections of building related works together in consultation with the Municipal Building Surveyor in the enforcement of compliance.
- Investigate and inspect complaints and illegal works/building activity and ensure that accurate records are maintained and updated in a timely manner.
- Undertake inspection of public buildings (within practitioner registration limitations as applicable) across the Shire to assess public safety with respect to essential safety measures, structural integrity or compliance with the Building Code & Building Regulations.
- Undertake core building functions such as inspections, report writing and assessment of statutory report and consent applications, Places of Public Entertainment (POPE) applications, essential safety measure audits.
- Represent Council at court hearings, Building Appeals Board hearings, advisory bodies and other forums as may be required on building matters.
- Prepare Building Notices, Building Orders, Emergency Orders and Infringement Notices for on behalf or sign off by the Municipal Building Surveyor as required and in accordance with the Building Act and Building Regulations. Undertake inspections and provide specialist advice in the safety requirements for registration and certification of barriers for swimming pools and spas as per the Part 9A of Building Regulations.
- Provide specialist knowledge of siting, design and access requirements of Part 5 of the Building Regulations.
- Contribute and assist in the gathering and preparation of evidence or information pertaining to non-compliant building work. Undertake community education, regulation and compliance activities
- Provide specialist advice and knowledge in preparing policies, procedures and guidelines for the enforcement in relation to building matters as approved by Municipal Building Surveyor.
- Attend to correspondence and enquiries as required and counter enquiry duty (as per Department rosters) in a courteous and professional manner.
- Prepare reports relating to Council's building functions, including reports to Council, statistical and other reports to Government as required.
- Guide and assist other members in the Building and Regulatory Services team.
- Establish positive communication and rapport with clients and the general public and educate and promote the need for compliance with the various statutes, legislation, local laws and policies

Specialist Skills

- Extensive knowledge of Building and related legislation including the Building Act, Building Regulations, Building Code of Australia, Local Government Act and other relevant Acts and Statutes.
- Excellent research capabilities.
- Specialist knowledge and experience in the application of the Building Act and Regulations, including an awareness of the factors influencing State regulatory control of building.
- Specialist knowledge of siting, design and access requirements of Part 5 of the Building Regulations.
- Specialist knowledge in the safety requirements for registration and certification of barriers for swimming pools and spas as per the Part 9A of Building Regulations.
- Ability to organise resources and complete projects within a specified timeframe

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.

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 Department's/Teams objective, 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.
- 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.
- 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	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults

Advanced	<ul style="list-style-type: none"> • 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
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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	Adept
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Adept
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	Adept
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	Adept
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Adept
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Adept
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Adept

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	<ul style="list-style-type: none"> • Accountable for administration of the requirements of the Building Act and Building Regulations. • Freedom to act is subject to regulations, policies and regular <u>reporting to Municipal Building Surveyor. Wide scope exists to exercise initiative to identify innovative new ways to achieve better outcomes. The impact of decisions made, or advice given may have a substantial impact on individual clients or classes of</u>
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	<p><u>clients</u>, with approval from the Municipal Building Surveyor. Provide a high level of professional assistance and specialist advice to the Municipal Building Surveyor, staff and members of the public.</p> <ul style="list-style-type: none"> • Lead and participate in the development of policy and procedures relating to the Building Services Division.
Judgement and Decision Making	<ul style="list-style-type: none"> • The incumbent is required to use judgement and make decisions relating to the application of the Building Act and Building Regulations. The nature of the work is specialised and involves assisting the Municipal Building Surveyor in solving problems based on the building regulations, precedent and/or experience in the evaluating compliance of building works including those never dealt with before. • Guidance and advice is not normally be available within the organisation.
Specialist Skills & Knowledge	<p>The Senior Building Technical Officer shall have:</p> <ul style="list-style-type: none"> • Extensive knowledge of Building and related legislation including the Building Act, Building Regulations, Building Code of Australia, Local Government Act and other relevant Acts and Statutes. • Specialist knowledge and experience in the application of the Building Act and Regulations, including an awareness of the factors influencing State regulatory control of building • Specialist knowledge of siting, design and access requirements of Part 5 of the Building Regulations. • Specialist knowledge in the safety requirements for registration and certification of barriers for swimming pools and spas as per the Part 9A of Building Regulations. • The application of theory and technical knowledge in search of solutions to new problems and opportunities. • Proficiency in reading and interpreting building plans, specifications and technical literature relating to the construction and demolition of buildings • Ability to communicate specialist information in a clear and concise manner to the organisation and customers. • Up to date knowledge of Building enforcement procedures and regulatory requirements including identifying issues, gathering evidence, compiling reports, interviewing witnesses and taking statements. • Ability to effectively use computers and type reports, including the use of databases, MS office, and GIS software. Experience in Greenlight is an advantage. • Understanding of long-term goals of the Unit and appreciation of the relevant policies of both the Unit and the Council, along with the legal and political context in which it operates. • Excellent research capabilities. • Ability to organise resources and complete projects within a specified timeframe
Management Skills	<ul style="list-style-type: none"> • Ability to and experience in supervising staff with a building lens.

	<ul style="list-style-type: none"> Skills in managing time, <u>managing conflicting pressures</u>, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources and time available. Ability to manage competing priorities Ability to set work for staff who are being supervised by the incumbent.
Interpersonal Skills	<p>The officer shall have:</p> <ul style="list-style-type: none"> A demonstrated ability to communicate information in a friendly and articulate way to members of the public who may at times display challenging or aggressive behaviour. Ability to liaise with, and gain the co-operation of, members of the public, other Government Departments and staff to resolve specialist problems and achieve the aims of the unit and Council. Well-developed oral and written communication skills including the ability to draft correspondence, policies and write reports. Ability to effectively contribute to a team environment and have the capability of adapting to change.
Qualifications & Experience	<p>Skills and knowledge for the role are beyond those normally acquired through tertiary education alone. They would need:</p> <ul style="list-style-type: none"> A current registration in the category of Building Inspector (BI-L or BI-U) or Building Surveyor (BS-L or BS-U) with the Victorian Building Authority is essential. Demonstrated experience working in the Local Government or private building surveying environment.

KEY SELECTION CRITERIA

- Tertiary qualification as a Building Inspector or Building Surveyor and relevant work experience working in the Local Government or private building surveying environment.
- Current registration in the category of Building Inspector (BI-L or BI-U) or Building Surveyor (BS-L or BS -U) with the Victorian Building Authority.
- Practical experience and knowledge of the legislative framework including Building Act, Building Regulations, Building Code of Australia and relevant Australian Standards.
- Practical experience in involvement with enforcement action (Building Notices & Orders) under the Building Act & Regulations.
- Strong customer-focus along with a demonstrated commitment to delivering high quality customer service and outcome.
- Demonstrated experience in resolving conflict with providing technical advice to problem solve.
- Sound analytical and problem-solving skills.
- Excellent report writing skills and verbal communication skills.

Other Requirements

- From time to time and with prior approval from your manager, you may be required to perform tasks on evenings or weekends or in addition to your standard hours. Additional hours worked may be accrued as time in lieu or paid at the applicable rates outlined in Council's Enterprise Agreement.
- As part of your role, you will be working or have contact with children. It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations. You will be required to regularly provide the necessary working with children and undertake satisfactory police checks and reference checks before an offer of recruitment can be made. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.
- Maintain a satisfactory National Criminal History Check and Working with Children's Check.
- A current Australian driver licence.

Please note that Police Check results that are suitable for this position (will be arranged by Golden Plains Shire Council) are required of the preferred candidate.

All positions are subject to a six-month probationary period.

APPROVAL

Approved By (Department):	Regulatory Services
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Reviewed By (P&C):	Business Partner People & Culture
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Date:	April 2025
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Employee Acceptance:

(Name and signature)

Date:

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.