Position Description
Senior Building Surveyor

Position details	
Group:	Strategy, Planning and Climate Change
Branch:	Planning and Building
Team:	Building
Reports to:	Deputy Municipal Building Surveyor
Position No:	48941, 68802, 17789
Classification:	6
Financial management	NIL
Direct reports:	Building Surveying Team
Volunteers being supervised by this position:	NIL
Job Category:	Building Surveying

Team context

The purpose of the Strategy, Planning and Climate Change Division is to partner with our Traditional Owners, community and stakeholders to enable the city and organisation's future to be imagined and realised. The division shapes and delivers a vision for Melbourne as a global city, guiding the next generation of Melbourne's growth to continue to be a bold, inspirational and sustainable city.

Comprising subject matter experts who are collaborative, outward facing, initiative-driven and customer-focused, the division ensures that the City of Melbourne is leading the public policy discussion and is on the cutting edge of Aboriginal recognition, resilience, city and precinct planning, urban planning and development, sustainability, partnerships, advocacy and engagement.

The Strategy, Planning and Climate Change Division includes the following branches:

- Parks and City Greening
- City Strategy
- Climate Change and City Resilience
- Planning and Building

Planning and Building

The Planning and Building branch exists to shape and protect the identity of Melbourne. Our vision is to be proactive and considered in facilitating sustainable city growth while maintaining what is unique to Melbourne. We provide universally accessible statutory services to facilitate a safe, liveable, vibrant and prosperous city to the present and long-term benefit of all people.

The Planning and Building Branch consists of three Units – Statutory Planning, Building Control Group and Business Support.

The Building Control Group is responsible for fulfilling the statutory requirements as outlined by the Building Act, Building Regulations, Local Laws and standards that involve the safety and amenity of the public and the occupants of buildings.

Position Purpose

The objective of the Senior Building Surveyor is to provide high level assistance to the Municipal Building Surveyor, Deputy Municipal Building Surveyors and be responsible for the quality outputs of the team of Building Control Officers, in achieving enforcement, audit, permit and inspection obligations under the Building Act 1993.

More specifically, the role of Senior Building Surveyor as a key subject matter expert, is to ensure the delivery of team outputs that are in accordance with the standard operating procedures developed and approved by the Municipal Building Surveyor. This includes work associated with Councils' program of proactive audits, applications for Temporary Occupancy Permits and POPE permits, applications for the Report and Consent of Council, building related investigations and inspections, collecting evidence for enforcement and prosecution matters, the carrying out of enforcement in accordance with Part 8 of the Building Act 1993 and contribute to the further development of the team and its systems.

Key Accountabilities

All City of Melbourne (CoM) People Leaders are influential and values-driven leaders who play a critical role in delivering the Council Plan and People Strategy. They are responsible for:

- Leading with Purpose, Values and Ethics: Embedding CoM's values and demonstrating ethical leadership in all decisions and actions. Leading with purpose, integrity and care to build trust, model accountability, and create a positive, high-performance culture.
- Building an Inclusive and Supportive Workplace: Creating and sustaining a culture where people feel safe, supported and empowered to do their best work. Modelling behaviours that foster belonging, inclusion, and wellbeing in line with CoM's Inclusion, Equity and Diversity (IED) Framework and Safe & Thriving Workplace priorities.
- Empowering People and Developing Capability: Attracting, developing and retaining talented people who share our ambition to be a leading organisation for a leading city. Coaching, mentoring and empowering team members to grow capability, demonstrate accountability, and achieve excellence in outcomes.
- Driving Performance and Accountability: Setting clear expectations, aligning team goals to the Council Plan and People Strategy, and delivering measurable results. Creating a culture of continuous improvement, feedback and innovation.
- Stewardship of Resources: Managing people, budgets and resources efficiently and responsibly to maximise value and deliver sustainable outcomes for the organisation and the community.
- Collaboration and Partnership: Working constructively across divisions, with partners and stakeholders, to deliver integrated, people-centred solutions that reflect the priorities of the Council Plan and our community.

Operational Delivery

- Management, coordination and delivery of all delegated MBS and Building control operational functions, including but not limited to:
- Manage the quality output of officers and assist the Deputy Municipal Building Surveyors with the day to day workload and officer availability to ensure effective response to investigations, approvals, audits, telephone, email and counter enquiries, referrals and offsite inspections / callouts.
- Manage major events within the City of Melbourne, as required.
- Effective delivery of services in building investigations, assessments, approvals, inspections, audits and information according to agreed standards and key performance indicators.

- Coordinate the delivery of Occupancy Permits for Places of Public Entertainment and Temporary structure permits relating to building sites and event management to ensure public safety and amenity and protection of Council's assets.
- Successful development and implementation of an audit strategy.
- Provide technical assistance to other staff within the team and the branch.
- Ensure standard work practices are in place and adhered to by the team.
- Ensure all financial procedures and systems are used within corporate standards and guidelines by the team.
- Develop and ensure maintenance of an efficient records and information system such as the Building Register, Property and Building files, Enforcement Register etc.
- Ensure the integrity of data entered into internal databases.
- Ensure all letter templates are maintained, accurate and regularly reviewed.
- Provide support to officers in drafting and proof reading, enforcement actions plus correspondence to ensure accuracy and compliance with, legislative requirements and CoM style guide.
- Establishing and maintaining cooperative working relationships within the branch and with external authorities such as the Victorian Building Authority, the Melbourne Metropolitan Fire Brigade, Victoria Police and WorkCover Authority.
- Establish a complaints and reporting authority referral logging and handling system;
- As registered and qualified Building Surveyor / Inspector you are eligible to participate in the 'Availability" 24-hour inspection service on a rotational basis to attend and manage building emergencies and nuisance abatement for safety and nuisance abatement in relation to building works within City of Melbourne.

Customer Service

- Develop networks throughout Council to support and enhance operational delivery and customer service to internal and external customers.
- Ensure a high level of customer service is delivered by the team, providing accurate advice and guidance on issues relevant to Planning and Building matters within the municipality.
- Ensure Customer Service Requests are responded to by the building control group within 24 hours or allocated time to achieve 95% target.
- Review information available to the public for currency and conforms to CoM style guide.
- Foster a strong customer service ethic, ensure regular customer feedback is sought and acted upon.

Project Management

- Manage projects as allocated, including the application of project methodology, organising and coordinating project groups, source and allocate resources, be responsible for the agreed outcomes, quality and timeliness of designated tasks and provide written reports and recommendations.

Business Planning, Reporting and Financial Management

- Create and develop relevant and measurable Key Performance Indicators to monitor and report on the effectiveness of the service delivery and link these to the Goals and Performance Appraisals of the building control staff, under the direction of the Deputy Municipal Building Surveyors.
- Coordinate business planning, risk management, auditing and KPI reporting responsibilities for the building control group to achieve branch and council requirements, under the direction of the Deputy

Municipal Building Surveyors.

- Coordinate financial and budget responsibilities to achieve branch and council requirements including managing expenditure within the building control budget, under the direction of the Deputy Municipal Building Surveyors.

Actively support, contribute to, a continuous improvement culture

- Manage and monitor continuous improvement activities within the service.
- Ensure there is a team focus on improving process quality and service turn-around times.
- Manage, drive and monitor an effective system for identifying, responding to and rectifying problems and issues that arise in the workplace.
- Ensure that improvement outcomes are shared through discussion, documentation and display.
- Spend regular scheduled time observing to develop a sound knowledge of the processes, practices and work of the team.
- Work collaboratively across internal and external organisational boundaries to improve delivery of services.
- Ensure data is collected to measure and track service and process improvement.

Key Relationships

Internal

- Planning
- Transport Engineering
- Health & Community Wellbeing
- Experience Melbourne
- Waste & Recycling

External

- Building & Plumbing Commission
- Fire Rescue Victoria
- Victoria Police
- Work Safe
- General Public
- External Contractors

Key Selection Criteria

All CoM employees will demonstrate an ability to articulate and demonstrate benefits of positive culture and values.

In addition, the position will require:

- Ability to demonstrate and display City of Melbourne Values – accountability, integrity, courage, respect for self and others, and striving for excellence.
- Qualifications in Building Surveying and registration as a Building Practitioner in the category of Building Surveyor Unlimited.
- Experience in the appraisal of a variety of different buildings and structures.
- Ability to manage and provide directions in emergency situations.
- Proven ability to lead, develop and motivate a team.
- Highly developed interpersonal skills and proven written and oral communication skills, including

experience in drafting correspondence, analysing reports and making recommendations.

- Excellent networking skills and ability to foster collaborative working relationships.

Inherent Requirements

The reference to the Inherent Physical Requirements for this position is DM# 9330877.

Commitment to Child Safety

All CoM employees are required to hold a **valid Working with Children Check (WWCC)**.

The City of Melbourne is a child-safe organisation with zero tolerance for child abuse. All children and young people have the right to be and feel safe. We embed child safety into daily practice and require all employees, volunteers and contractors to understand, prevent, detect and report any concerns relating to child safety.