Position Description

Senior Building Control Officer

Position details	
Group:	Strategy, Planning and Climate Change
Branch:	Planning & Building
Team:	Building
Reports to:	Deputy Municipal Building Surveyor
Position No:	12091, 62685, 10136
Classification:	Class 5
Financial management	Nil
Direct reports:	Nil
Volunteers being supervised by this position:	Nil
Job Category:	Building Surveying

Our Vision and the Way we Work



Position Description

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The way we work is underpinned by our Values:

- **INTEGRITY** is being honest and reliable in all dealings with others and conducting activities professionally and ethically.
- **COURAGE** means to step out of our own comfort zone and accept responsibility for the consequences of our own actions.
- **ACCOUNTABILITY** means to take personal responsibility for decisions and actions to achieve agreed outcomes.
- **RESPECT** means to value the contribution and individuality of others and contribute to healthy working relationships.
- **EXCELLENCE** means we aim to achieve the highest standard and best possible result in everything we do.

Team context

Planning and Building Branch

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.

Building Control Group Team

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.

The Branch aims to perform this function in a pro-active, customer-focused manner.

Position Purpose

The objective of the Building Surveyor / Inspector / Senior Building Control Officer is to provide assistance to the Municipal Building Surveyor, Deputy Municipal Building Surveyors and the team of Building Control Officers in achieving enforcement, audit, permit and inspection targets for the team and meet Councils obligations under the Building Act 1993.

More specifically, the role of Building Surveyor / Inspector / Senior Building Control Officer is to; carry out a program of audits, assess applications for Temporary Occupancy Permits such as Public Places of Entertainment, undertake investigations plus inspections, and assist in the implementation of an effective program of building and local law audits and inspections, carry out enforcement as contained within the Building Act 1993, contribute to the further development of the team and its systems.

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CITY OF MELBOURNE

Key Accountabilities

- Deliver statutory building control services, including regulatory assessments, inspections, investigations, audits, permit processing, and compliance activities in accordance with relevant legislation, Council policies, and the direction of the Municipal Building Surveyor (MBS).
- Prepare and assess building-related documentation, including building permits, modifications, dispensations, appeals, performance solutions, Place of Public Entertainment permits, and technical reports.
- Undertake enforcement functions under the Building Act, ensuring actions are completed accurately, consistently, and within legislative and organisational timeframes.
- Promote and implement best-practice building control processes, contributing to continuous improvement and technical excellence within the Building Control Group.
- Participate in the Building Control Group's 24/7 on-call service, responding to after-hours building regulatory matters as required and directed.
- Provide professional regulatory advice to the public, building practitioners, internal stakeholders, and other relevant parties on building legislation and compliance matters.
- Maintain accurate records and reporting systems, including inspection records, property and permit files, databases, financial information, and time accounting systems.
- Prepare and provide timely, accurate reports on inspections, compliance activities, and enforcement matters to the MBS, Deputy MBS, or Senior Building Surveyor.
- Build and maintain effective working relationships, demonstrating teamwork, diligence, professionalism, and contributing to the promotion of the Branch as a leader in building regulatory services.
- Foster a respectful, inclusive, and accountable workplace culture, applying diversity principles, valuing different perspectives, and contributing positively to team and organisational outcomes.

Key Relationships

Internal

- Team members
- Engineering and Site Services Sections
- Business Support Team
- Legal Branch
- Front line staff
- Planning Branch
- City Projects Division

External

- Fire Rescue Victoria
- Victorian Building Authority
- Developers, architects, project managers and builders
- Services and structural engineers
- Building practitioners
- Legal profession
- Customers

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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:

- Qualifications in Building Surveying and minimum registration as a Building Practitioner with the Building and Plumbing Commission in the category of Building Inspector-Limited (Class 1 and 10 or 2-9 with restrictions) or Building Surveyor-Limited.
- Demonstrate experience in resolving complex disputes, exercising sound judgement and dealing with difficult customers, with little detailed guidance relying solely on your own expertise.
- Ability to demonstrate and display City of Melbourne Values – accountability, integrity, courage, respect for self and others, and striving for excellence.
- Comprehensive knowledge in building legislative procedures and demonstrated experience in checking either multi-storey or heritage or old buildings.
- Experience in auditing and inspection of either multi-storey or heritage or old buildings.
- Demonstrated experience in successfully leading, motivating and operating in high-quality customer service environment with a strong team focus.
- Excellent interpersonal and verbal communication skills.
- Excellent writing skills and the ability to produce reports for management and Council.
- Experience in administration and enforcement of the Building Act, Building Regulations and relevant Local Laws in a Council.

Inherent Requirements

The reference to the Inherent Requirements for this position is **DM 19273628.**

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.