

Senior Building Control Officer



Mackenzie
DISTRICT COUNCIL

Position Description

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Position:	Senior Building Control Officer
Incumbent:	TBC
Reports to:	Manager Building and Regulatory
Location:	Fairlie
Department	Operational and Regulatory Services
Business Unit:	Building Control and Regulatory
Role Family:	Technical / Expert roles

Customer Relationships:	Who:
➤ External	<ul style="list-style-type: none"> ➤ Government Agencies and other local authorities e.g., Ministry of Business, Innovation, and Employment, Fire and Emergency New Zealand, Environment Canterbury, New Zealand Police, Historic Places Trust ➤ Building and plumbing and drainage tradespeople ➤ Architects, property developers, engineers and other design professionals ➤ Homeowners / landowners ➤ Commercial building owners / occupiers ➤ Iwi / Papatipu Rūnanga / Mana Whenua ➤ Contractors and consultants ➤ Other Territorial Authorities including any collaborative groups ➤ All other external relationships referenced in the BCA Quality Manual as required by Regulation 15 of Building (Accreditation of Building Consent Authorities) Regulations 2006
➤ Internal	<ul style="list-style-type: none"> ➤ Executive Leadership Team ➤ Senior Leadership Team ➤ Administration Support Officer – Building ➤ Planning Team ➤ Engineering Team

Position Contribution:

The Senior Building Control Officer (SBCO) is primarily responsible for assisting the Building Control and Regulatory Manager.

The SBCO will play a key part in ensuring compliance with the Building Act 2004, New Zealand Building Code, and any other relevant legislation is met.

The SBCO will help mentor and lead our Building Control Cadets through their development of competencies and day-to-day workloads.

The SBCO will cover for the Building Control and Regulatory Manager during leave periods etc.

The SBCO will also carry out:

- Processing and assessing building consent applications.
- Conducting inspections and certifying building work.
- Providing expert advice and guidance to customers, builders, and developers.
- Supporting compliance efforts, including Building Warrants of Fitness and enforcement activities.
- Assisting with the Council's accreditation and regulatory responsibilities.

The role is critical for assisting with the delivery of job specific responsibilities in line with the Mackenzie District Council's various Business Unit programs of work, which includes ensuring environmental risks are minimised and infrastructure is run efficiently.

The Mackenzie District Council is focused on the delivery of best practice and innovation, collaboration and embracing kaitiaki principals in all that it does.

<i>Scope:</i>	<i>Dimensions:</i>
Delegated levels of authority	Refer to MDC Delegations Manual
Span of Control	➤ Direct Reports: <ul style="list-style-type: none"> • Nil

<i>Expected Outcomes:</i>	<i>Primary Areas of Responsibilities / Measures:</i>
Building Control authority and Territorial Authority functions	<ul style="list-style-type: none"> • Ensure that the Mackenzie District Council meets its obligations in terms of administering the Building Act, Building Regulations, Building Code, and other associated legislation, regulations, and statutes. • Process, certify, analyse, and reach a decision to issue, grant or refuse all types of applications under the Building Act including (but not limited to): <ul style="list-style-type: none"> ○ Provide project information memoranda. ○ Be responsible for issuing building consents. ○ Exemptions from the requirement to obtain a building consent.

	<ul style="list-style-type: none"> ○ Certificates of acceptance. ○ Certificate for Public Use ○ Extensions of time. ○ Exemptions. ○ 24- month decisions; and ○ Code compliance certificates <ul style="list-style-type: none"> • Coordinate and / or assist with the processing of building consents as required by the Building Control and Regulatory Manager, to meet the dual requirements to be of high quality and completed within statutory timeframes. • Complete inspections on buildings and inspect building work to determine compliance with the Building Act, the building code, and any building consent documents for the purposes of building consents, certificate of acceptances, certificate for public use, notice to fix, BWOF audits, swimming pool audits, and dangerous, affected, and insanitary building investigations. • Assess new products, waivers from building code compliance, and complex alternative solutions to the building code. • Investigate, analyse, document, and recommend approval of technical decisions. • Interact with Council enforcement officers, providing advice and education about legal / illegal building work and the most appropriate course of action. • Assist with monitoring and the investigation of non-compliant building work. • Assist with Investigating, analyzing, documenting, and recommending decisions about dangerous, affected, and insanitary buildings (s124 etc.). • Where appropriate issue 'Notice to fix' on behalf of the Makenzie District Council. • Assess, process, and issue amended compliance schedules as appropriate. • Assist with Investigating, analyzing, documenting, and recommending responses to claims against the Council related to the building act that will involve insurance. • Assist with Investigating, analyzing, documenting, and recommending applications for, or responses to, determinations by MBIE that the Council is associated with.
Advice and Guidance	<ul style="list-style-type: none"> • Provide land and building owners, tradespeople, and members of the public with outstanding customer service and quality advice in relation to all building control authority and territorial authority matters and enquiries. • Provide building information in relation to Project Information Memorandums (PIM) and Land Information

	<p>Memorandum (LIM) requests, in accordance with the Building Act, Local Government Act and any other relevant legislation.</p> <ul style="list-style-type: none"> • Provide information and to answer questions from the public / representatives of the building industry regarding building matters and legal requirements. • Assist the Building Control and Regulatory Manager regarding earthquake prone buildings, exemptions, determinations, and seismic work to heritage buildings.
Accreditation	<ul style="list-style-type: none"> • Ensure that the Mackenzie District Council's accreditation and operation as a Building Consent Authority is maintained. • Contribute to the continuous improvement of processes and procedures. • Facilitate the sharing of knowledge, support, and collaboration with each other, and fostering teamwork across the organisation. • Contribute to developing and maintaining processes and procedures for both the Council TA and BCA functions. • Assist the Building Control and Regulatory Manager with Investigating, analyzing, documenting, and recommending responses to complaints. • Maintain a record of evidence for competency and maintain competency as required by the Building (Accreditation of Building Consent Authorities) Regulations 2006. • Participate and complete any training that may be identified as being required. • —
Health and Safety	<ul style="list-style-type: none"> • Ensure that all activities undertaken are in accordance with the Mackenzie District Council health and safety policy, plan and procedures. • Ensure compliance with responsibilities under the Health and Safety at Work Act (2015), Regulations 2016 and any amendments. • Ensure compliance with requirements of the Motor Vehicle Policy • Actively participate in the hazard identification and risk management process and report all accidents, incidents and near misses in a timely manner. • Raise any health and safety related issues or areas of concern with manager or Health, Safety and Wellbeing representative as soon as possible. • Engage in any Health, Safety and Wellbeing related training and complete all applicable course work. • Comply with all client site requirements.


Mackenzie District Council Policies, Procedures, Processes and Guidelines	<ul style="list-style-type: none"> Understand, be familiar with and comply with all Council policies and procedures.
Self-Development / Ongoing / Professional Learning and Development	<ul style="list-style-type: none"> Continue to develop your financial and accounting skills, knowledge and experience. To build and maintain professional knowledge of a building control. Be committed to improving the way in which the Council delivers its services.
Emergency Operations Centre	<ul style="list-style-type: none"> To be actively involved in Civil Defence Emergency Management when required. To assist or fulfill the role within the EOC as required.
Confidentiality and Record Keeping	<ul style="list-style-type: none"> Ensure that all records are saved to the EDRMS. Ensure that any confidential information that may be acquired, either directly or indirectly, is tagged and classified correctly, and is to be treated appropriately.





The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation. The position holder may also be required to perform duties outside of their normal responsibilities as and when required.

Qualifications, Technical Skills, Knowledge and Ability:

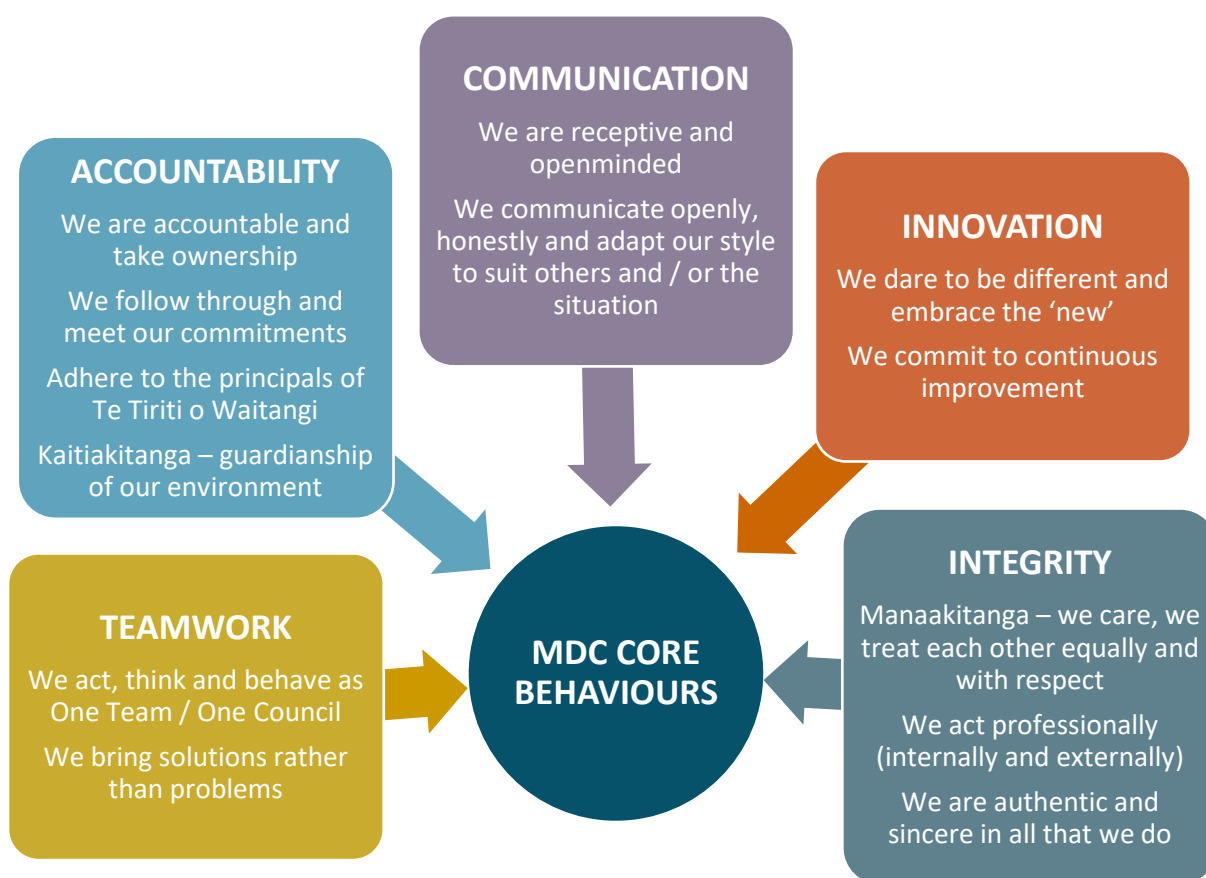
- Regulation 18 qualification or other appropriately recognised Regulation 18 qualification.
- R1-R3 and C1-C2 processing/inspections competencies and C3 processing/inspections (or currently working towards C3 processing / inspections).
- Knowledge of the Building Act, Building Regulations, Building Code, Legislation, and associated regulations for inspection, consenting and certification processes.
- Knowledge of Territorial Authority processes.
- Proven experience in team leadership, mentoring, or people management
- Ability to read and interpret design plans and specifications.
- Familiarity with general computer systems.
- Written and oral skills commensurate with generating correspondence for and engaging in verbal / written discussions with building owners and trade professionals.
- Full driver's licence is essential.
- Ability to work independently with minimal supervision.

Our Values and Why they are Important to Team Mack:

	Integrity
	Integrity is essential in local government because it is the cornerstone to build and maintain trust and confidence in public organisations, safeguard the public interest and promote high standards of behaviour.

	<p style="text-align: center;"><i>Community Focused</i></p> <p>We believe in being community-focused as this is essential for ensuring that the needs and desires of the community are heard and addressed, building trust and collaboration between the community and local government, promoting economic development, and improving the quality of life for all citizens. We do this by providing better service delivery for higher community satisfaction, and increasing trust in government.</p>
	<p style="text-align: center;"><i>Collaborative</i></p> <p>Collaboration is important to us at the Mackenzie District Council as it leads to increased productivity, better problem-solving, and improved employee satisfaction. We work with key stakeholders to build trust and develop relationships that lead us to solutions that will leverage the strengths of our Treaty partners and stakeholders.</p>
	<p style="text-align: center;"><i>Responsive</i></p> <p>Agility is important to us because it will enable our communities to adapt to changing circumstances and respond quickly to new opportunities.</p> <ul style="list-style-type: none"> • Faster response times: Ability to respond more quickly to changes in the market, customer needs, and technology. This allows us to stay ahead of the competition and take advantage of new opportunities. • Improved innovation: Agility fosters a culture of learning and systems thinking. • Better customer satisfaction: Delivery of products and services that meet or exceed customer expectations, and higher levels of satisfaction. • Increased efficiency: Optimise processes and resources, reducing waste and increasing efficiency. • Greater resilience: Better equipped to handle unexpected challenges and disruptions, such as natural disasters, cyberattacks, or economic downturns.
	<p style="text-align: center;"><i>Forward Looking</i></p> <p>Be forward looking taking a long-term view allows us to anticipate future needs, manage resources effectively, and promote sustainable development for future generations. It also helps to address complex challenges such as climate change, growth. Ensure that we consider the long-term consequences and impacts of threats and opportunities, integrated proactive solutions can be developed.</p>

Our Core Behaviours – Expected of all our Employees (Linked to our Values):



Job Family specific Behaviours:

Achieving Results	<p>Sets challenging goals for one self that assist with professional and personal development and growth, understands performance expectations, effectively manages own time and resources to ensure tasks and responsibilities are completed effectively, efficiently, safely and to a high standard.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Sets performance standards and goals. • Prioritises • Ensures high quality output. • Delivers • Leverages resources • Celebrates successes and achievements
Customer Focus	<p>Understands the customers of MDC and effectively meeting their needs, builds productive customer relationships and takes responsibility for customer satisfaction.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Establishes effective relationships. • Clarifies the situation. • Takes action. • Ensure customer satisfaction (win / win = public value)

	<ul style="list-style-type: none"> Meets the needs of MDC
Commercial Decision Making	<p>Demonstrates a strong understanding of MDC's strategic goals / vision / values, business strategies, operations and functions; draws from experience and utilises industry information; recognises when further investigation is needed before decisions are made.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> Applies commercial understanding to maximise results and MDC reputation. Understands all aspects and functions of MDC. Understands Local Government Makes decisions strategically ensuring the impact is considered. Identify opportunities for the growth of MDC / District and it's communities
Knowledge and Information sharing	<p>Actively shares and contributes own knowledge, skills and expertise to develop the knowledge, skills and expertise of others.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> Identifies opportunities to share knowledge with others. Ensures understanding. Offers feedback. Encourages application of information and knowledge shared
Ongoing Learning and Development	<p>Actively identifies new areas for learning needs to stay up to date and leading edge in area of expertise; regularly creates and takes advantage of learning opportunities; uses newly gained knowledge and skill son the job and learning through their application.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> Targets learning and development needs. Seeks learning and / or development activities. Maximises learning. Applies knowledge, skills or expertise. Openness to change and challenge
Teamwork	<p>Identifies opportunities and takes action to build operational and strategic relationships between own area and other areas, teams, business units, or organisations to help achieve both business goals and Council goals.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> Identifies collaborative opportunities. Establishes relationships. Formulates action plans. Considers the impact of ones actions. Monitors relationships and progress
Effective and Successful Communication	<p>Recognises one's role in MDC's communication; clearly and succinctly conveys information and ideas to individuals and Council, communicates in a focused, appropriate and effective manner.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> Takes initiative to share information. Communicates appropriately.

	<ul style="list-style-type: none"> • Listens to and comprehends communication from others. • Delivers clear messages. • Communicates in an open, honest and professional manner. • Ensures understanding. • Follows up
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I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Position holder signature

Date

Line Manager Name

Date

Line Manager Signature

Date