

Your Position

Your job	Team Leader Building Assurance Kaiārahi Rōpū Whakaū Hanga Whare
Your group	Policy, Planning & Regulatory Services
Your team	Building Assurance
Your manager	Manager Building Assurance
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

How we work together:

- Team up – Together we make a difference for our community
- Work smart – We challenge ourselves to do things better
- Make it happen – We use our energy and skills to get things done

Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure and regulatory services issues, including resource management policy and District Plan procedures;
- Lead the preparation and adoption of the Long-term and Annual Plan across Council;
- Deliver the regulatory functions and monitoring / enforcement services consistent with the legislation relevant to Local Government for District Planning, building control, environmental control and animal control.

Your purpose

The Team Leader Building Assurance role is to:

- Lead and co-ordinate the team of Building Assurance Officers (processing officers) in an effective and efficient way in order to deliver a high quality customer focussed service using initiative to improve systems and processes
- Carry out the core business of the Building Assurance Centre in delivering a comprehensive and effective consenting service, administering the requirements of the Building Act and other associated legislation in accordance with all statutory obligations
- Deliver this service as a key member of the Building Assurance Centre with a focussed 'hands on' approach to leadership that supports the Manager Building Assurance in the day to day management of business and staff
- Implement systems, policies and procedures that will enable the service to operate in accordance with the Building Assurance Centre's quality management system.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• Senior Building Assurance Officer x 5• Building Assurance Officer x 2
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Government, public organisations and business• Members of the public and community organisations• Other local authorities• Contractors, consultants and suppliers• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> • Building Assurance Officers are mentored, trained and properly supervised • Provide effective team participation to ensure the Building Assurance Centre performance indicators are met and outputs achieved • Provide team participation to aiding direction, vision support and leadership to the Building Assurance team. Assist peers to develop in carrying out the functions required of them and to maintaining a harmonious team environment.
Strategic & Operational Planning	<ul style="list-style-type: none"> • The Porirua City Council's Long Term Community Plan and Annual Plan Key Performance Indicators are achieved • The Building Assurance Centre business plan performance indicators are achieved • Assist with the achievement and retention of Building Consent Authority Accreditation and Registration • Provide advice, information and support to the Manager Building Assurance and General Manager Policy, Planning and Regulatory Services as required to effectively meet the Centre functions.
Operational Delivery	<ul style="list-style-type: none"> • Receive and check applications for building consents, project information memoranda, land information memoranda, Building Warrants of Fitness, Certificates of Acceptance, and fencing of swimming pools • Allocate building consents to officers accordingly • Check plans, specifications and other relevant documentation for compliance with the New Zealand Building Code and all other relevant Acts and bylaws and approve and issue consents and memoranda • Provide a highly performing customer orientated building assurance service • Achieve and maintain excellent liaison and co-operation between the Building Assurance Centre and other Council groups and business units, outside organisations and bodies, clients and the public in general • To supervise and organise the work allocation of the direct reports • To monitor, provide technical advice, mentor and train team members in all building compliance aspects • Ensure all complaints and queries received from the public or other Council groups and business units are actioned promptly • To lead team briefings in conjunction with other Team Leaders • To represent the Manager Building Assurance in his/her absence as required • To assist the Manager Building Assurance in establishing service targets, objectives and plans and monitoring performance against expectations • To assist the Manager Building Assurance in quality auditing processes in line with accreditation requirements • Arrange, co-ordinate or take part in special projects, working parties or committees of a corporate nature and attend such meetings as may be necessary.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain relationships with key stakeholders and business and industry groups

	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Represent Council and the Policy, Planning and Regulatory Group at appropriate conferences, seminars and other events.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Leadership – previously led and developed teams • Technical Knowledge – have knowledge of the Building Act and ability to apply legislation towards sound decision making • Lead our vision and values – keeping the organisation's vision and values at the forefront of staff decision making and action • Develop team members – planning and supporting the development of individuals' skills and abilities so that they can fulfil current or future job/role responsibilities more effectively • Building working relationships – developing and using collaborative relationships to facilitate the accomplishment of work goals • Focus on customer service – ensuring that customer and stakeholder perspective are a driving force behind decisions and activities; crafting and implementing service practices that meet or exceed customers' stakeholders and own organisation's needs • Continuous improvement – looks to improve and develop systems and processes • Comfortable using computers and technology and confident in ability to learn new applications quickly • A current New Zealand driver's licence • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues.
It'd be great if you also have:	<ul style="list-style-type: none"> • Relevant professional or tertiary qualification acceptable under Regulation 18 (IANZ) and considerable experience in a building related environment • A Management/Leadership qualification.

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