

Your Position

Your job	Building Assurance Officer (Inspections) Kaiārahi Tautukunga Hanga Whare
Your group	Policy, Planning & Regulatory Services
Your team	Building Assurance
Your manager	Team Leader Inspections
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 strategic priorities are to:

- Invest in 3 waters infrastructure and catchment restoration
- Proactively respond to the climate crisis
- Advocate for and provide a safe, healthy and thriving community; and
- Put our children and young people at the heart of the city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
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 of the Long-term Plan and Annual Plan, and contribute to the preparation of the Annual Report;
- Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.

Your purpose

The Building Assurance Officer (Inspections) role is to:

- Deliver high quality and professional building inspections as part of the building consent process
- Provide a professional service to our customers across a broad range of building regulatory matters
- Deliver required statutory duties in accordance with the requirements of the Building Act 2004
- Actively participate in business improvements, team decision making and provide technical support to peers and leadership team

Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> • None
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
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
Operational Delivery	<ul style="list-style-type: none"> • Deliver high quality and professional building inspections as part of the building consent process using a mobile device to record decisions and outcomes • Deliver other required statutory duties in accordance with the requirements of the Building Act 2004 • Follow documented procedures and processes outlined in the quality management system procedures • Provide a highly performing customer orientated building control 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

	<p>general</p> <ul style="list-style-type: none"> • Ensure all queries received from the public or other Council groups and business units are actioned promptly • 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. • Actively participate in team discussions and decisions. • Mentor and peer review work of others when required • Provide technical advice and support to the Building Assurance leadership group
Relationship Management	<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
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"> • Knowledge of the Building Act 2004, Building regulations and Building Code and relevant standards • Ability to work collaboratively with others to enhance and/or develop team performance. • Responsibility and accountability for own actions and day to day decision making. • Effective performance and delivery within a political environment. • Attention to detail and sets high standards of performance for self • 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 would be great if you have:	<ul style="list-style-type: none"> • Relevant professional or tertiary qualification acceptable under Regulation 18 under Building (Accreditation of Building Consent Authorities) Regulations 2006 • Understanding of the performance and functional requirements of specific clauses of the New Zealand Building Code and considerable experience in a building related environment • Experience working in a customer service role in the regulatory environment