

Your Position

Your job	Building Assurance Officer Kaiārahi Whakaū Hanga Whare
Your group	Policy, Planning & Regulatory Services
Your team	Building Assurance
Your manager	Team Leader Building Assurance, Matt Hill
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 role is to:

- Deliver a range of building control services in an effective and timely manner. Primarily the role will be processing building consents and other building related applications to ensure approved applications are in accordance with the Building Act 2004 and NZ Building Code.
- Provide a professional service to our customers across a broad range of building regulatory matters
- 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• Applicants, 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">• Provide a high performing customer orientated service across a range of building control functions.• Process building consent applications to ensure approved applications are in accordance with the Building Act 2004 and NZ Building Code• Process other building related applications submitted under the Building Act such as certificate of acceptances, certificate of public uses, consent exemptions and project information memorandums.• Understand Building Consent Authority accreditation requirements and follow current quality management system procedures.• Communicate effectively and action all queries promptly, professionally and with technical accuracy.

	<ul style="list-style-type: none"> • Liaise and co-operate with other Council groups and business units, outside organisations, clients, and the public in general. • Actively participate in team discussions and decisions. • Peer review work of others or undertake technical audits providing constructive feedback to support development. • Provide technical advice and support to the Manager Building Assurance and General Manager • 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 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 • Relevant professional or tertiary qualification acceptable under Regulation 18 under Building (Accreditation of Building Consent Authorities) Regulations 2006 • 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, setting high standards of performance for self. • Confident using computers and technology with the 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"> • A current competency to undertake Building Consent Authority responsibilities • Understanding of the performance and functional requirements of specific clauses of the New Zealand Building Code and experience in a building related environment • Experience working in a customer service role in the regulatory environment