

Your Position

Your job	Principal Building Assurance Officer Āpiha Whakaū Whare Mātāmua
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 strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our 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 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, climate and regulatory services issues (including resource management, climate and District Planning policy);
- Lead the corporate planning processes including the Long-term Plan and Annual Plan; Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
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- The Climate and Environmental Planning team's vision is to contribute to a resilient and inviting city that enables our communities to thrive.

Your purpose

The Principal Building Assurance Officer role is to:

- Provide technical expertise and advice on matters relating to the Building Act 2004, New Zealand Building Code and other associated regulations to the Building Assurance team as well as internal and external customers.
- Lead organisational responses on consultations and determinations. Investigate and provide input into any building related claims and disputes against council and manage the more complex building related applications, complaints and queries.
- Oversee the quality and consistency of technical decisions by undertaking technical audits and training.

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">• Building Assurance Officers
External people and groups	<ul style="list-style-type: none">• Applicants for building consents• Contractors, consultants and developers• Members of the public• Ngati Toa• Other local authorities• Government agencies such as MBIE and Kainga Ora
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation• Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> • Coach, train and mentor less experienced staff and provide technical expertise and guidance on various building control matters • Provide technical support and guidance that contributes to Building Consent Authority processes and systems maintaining accreditation requirements • Contribute towards maintaining a strong, technically capable, consistent consenting service • Understand and provide development and training on legislative changes, amendments to the building code and other technical changes relevant to the team function • Oversee the quality and consistency across the team • Prepare organisational responses to the Ministry of Business, Innovation and Employment (MBIE) on consultations and determinations • Research and investigate complex situations and disputes and if required lead a pragmatic and technically sound approach • Consult and collaborate with wider council staff • Advise elected representatives, committees, the Executive Leadership Team and the Building Assurance leadership team on issues and appropriate actions to ensure it is consistent with the Building Act 2004 and follows due process • Manage emergency responses when required and contribute to overall emergency management obligations
Operational Delivery	<ul style="list-style-type: none"> • Manage and maintain required technical audits to support competency assessments for Building Consent Authority roles • Review and document contractor technical performance and directly address concerns • Provide subject matter expertise on complex building consent applications • Undertake research and investigation for the more complex queries, complaints and applications and provide input and apply enforcement action if required • Provide advice to customers in response to building control interpretation and decision making and applicant perspectives • Trouble-shoot and guide best practices across the team • Provide a customer focused service when providing building consent advice and processing inputs • Follow and promote quality management systems and processes, identify improvements and ensure that it is delivered to a high standard • Support the Building Assurance leadership team on technical decision making including on the determination of dangerous and or insanitary and earthquake prone buildings • Carry out research and investigation on any building related claims and disputes against council and if required provide input into legal proceedings

<p>Relationship Management</p>	<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 & Regulatory Services Group at appropriate conferences, seminars and other events. • Be responsive and take a problem-solving approach with stakeholders • Have strong political acumen and interpersonal savvy • Manage conflict and reach resolutions constructively
<p>Corporate Responsibilities</p>	<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

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> • A proven high level of technical building knowledge and significant work experience in building control or something similar • A professional or tertiary qualification acceptable under Regulation 18, Building (Accreditation of Building Consent Authorities) Regulations 2006 • Extensive knowledge and application of the Building Act 2004, New Zealand Building Code and associated regulations • Experience in managing and processing complex building consents and other related building applications • Experience in mentoring and coaching others on a technical level and providing technical input and feedback • Excellent interpersonal and communication skills and the ability to establish and build upon working relationships effectively • Resilient and able to operate successfully and professionally in a high-pressure environment. • A strong customer service orientation • Positive “can-do” attitude with a proven ability to multi-task high volumes of work on a frequent basis and prioritise accordingly • Strong verbal and written communication skills, with an ability to present work in a written and verbal form that is clear to customers • A team player with a proven ability to work constructively with a range of staff and stakeholders • Well-disciplined at recording time for contributing to cost recovery • Excellent project and case management navigating internal advisors, applicants, and other stakeholders through the regulatory process • Have a pragmatic and problem-solving attitude • A current unrestricted 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
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> • A current building consent authority competency • Recognised as a rapid building assessor

Last updated September 2024



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.