

Your Position

Your job	Senior Building Consenting Officer (Inspections) Kaiārahi Matua Tautukunga Whare (Tirotironga)
Your group	Policy, Planning & Regulatory Services
Your team	Building Assurance
Your manager	Manager, Building Assurance
Your base	Council premises within 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.
- Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
- 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 Senior Building Consenting Officer (Inspections) role is to:

- Provide leadership and delivery of high quality and professionally technical expertise and building inspections in accordance with approved plans and NZ Building Code
- Provide high level of building legislation expertise and service to applicants and customers
- Document considerations and decisions, manage submitted documentation, variations and ensure all inspection time is recorded for invoicing

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">• Applicants/agents• Property owners• Contractors, consultants and developers• Members of the public• Ngati Toa Rangatira• 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

Your responsibilities

What you'll do	How you'll do it
Leadership	<ul style="list-style-type: none"> • Coach, train and mentor less experienced staff and provide technical expertise and guidance on various building, and plumbing and drainage regulatory matters • Contribute towards maintaining a strong, technically capable, consistent consenting service • Contribute to technical audits and competency assessments of others
Operational Delivery	<ul style="list-style-type: none"> • Deliver high quality and technically professional regulatory building inspections up to a Commercial 2 level • Fulfil required statutory duties in accordance with the requirements of the Building Act 2004 • Adhere to internal quality procedures and processes and contribute to the ongoing improvement of those procedures • Provide strong customer focused approach ensuring interactions are professional, positive, timely and constructive • Conduct research and investigations on historic building consents, complaints and building disputes through to a resolution • Actively participate in business improvements, new initiatives, team engagement and technical decisions • Support the Building Compliance team and liaise effectively with other relevant business units and external parties • Undertake pool and BWoF audits as and when required • Arrange, coordinate or take part in special projects, working parties or committees of a corporate nature and attend such meetings as may be necessary • Provide technical advice and support to Council leadership groups • Actively maintain an appropriate level of technical professional development, with ongoing self-learning and upskilling on legislation change, and technical and industry trends • Have a 'can do', solutions focused approach when assisting the team deliver under pressure
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 • Build relationships with customers with a personal touch, to ensure they feel valued and appreciated • 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

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> • A proven high level of technical building inspection knowledge and significant work experience in the regulatory environment • Experience in providing professional regulatory building inspection services up to a Commercial 2 level (building and plumbing) with a proven competency • Strong knowledge of the Building Act 2004 • A professional or tertiary qualification acceptable under Regulation 18, Building (Accreditation of Building Consent Authorities) Regulations 2006 • 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 • Strong ability to manage customer expectations, resolve queries and handle complaints • A positive "can-do" attitude with a proven ability to multi-task high volumes of work on a frequent basis and prioritise accordingly • Evidence as a team member who can adjust work priorities for the benefit and success of the wider team • Strong verbal and written communication skills, with an ability to present work in a written and verbal form that is clear to customers • Well-disciplined record keeping, document management and time recording skills • Excellent project and case management skills at navigating internal advisors, applicants, and other stakeholders through the regulatory process • 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 would be great if you have:</p>	<ul style="list-style-type: none"> • Investigation skills and experience in building act enforcement provisions • Achieved Unit Standard 4098 to assess candidate performance • Authorised to undertake rapid building assessments under the Civil Defence Emergency Management Act 2002 or the Building Act 2004 • A good knowledge of the Building Act 1991

Last updated May 2025



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