

## Your Position

<b>Your job</b>	<b>Team Leader Building Compliance</b>
<b>Your group</b>	Policy, Planning & Regulatory Services
<b>Your team</b>	Building Assurance
<b>Your manager</b>	Manager Building Assurance
<b>Your base</b>	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.
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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 Team Leader Building Compliance role is to:

- Lead and deliver high quality and professional technical building compliance service in accordance with the requirements of the Building Act 2004 which includes building warrant of fitness, certificate of public use, pool barrier, certificate of acceptance and ongoing earthquake-prone building responsibilities
- Establish and deliver best practise complaint and compliance response and cost recovery processes
- Manage and support investigations and inspections of building compliance matters through to an acceptable resolution, ensuring all processes and decisions are accurately documented.

## Who you'll be working with

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

## Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> <li>• Develop and lead staff to achieve good quality results which includes a customer focused approach to building compliance matters</li> <li>• Set performance expectations, provide guidance and development, monitor individual and team performance, and providing constructive feedback/support when required</li> <li>• Manage workflow, work assignment and resourcing across the Building Compliance team</li> <li>• Actively participate as a member of the Building Assurance leadership team</li> <li>• Contribute to the development of plans and budgets for the Building Compliance team</li> <li>• Manage consultant relationships and workflow</li> <li>• Identify improvements and efficiencies in the delivery of service</li> <li>• Problem solve and advise of any associated political risk to the Manager Building Assurance</li> <li>• Manage emergency responses when required and contribute to overall emergency management obligations</li> </ul>
Strategic & Operational Planning	<ul style="list-style-type: none"> <li>• Contribute to the achievement of the Building Assurance business plan performance indicators</li> <li>• Assist with the achievement and retention of Building Consent Authority Accreditation</li> </ul>
Operational Delivery	<ul style="list-style-type: none"> <li>• Deliver an effective and timely building compliance service by monitoring work streams and allocating appropriate resources</li> <li>• Establish and deliver best practise complaint and compliance response and cost recovery processes to ensure good outcomes are achieved</li> <li>• Manage the building warrant of fitness, certificate of public use, certificate of acceptance, pool barrier and ongoing earthquake-prone building responsibilities</li> <li>• Work closely with other Building Assurance and Resource Consent inspection and monitoring teams ensuring teams are joined up and approaching compliance matters consistently and effectively</li> <li>• Manage and/or support investigations and inspections of building compliance matters through to an appropriate documented result</li> <li>• Prepare evidence for appropriate enforcement which may include court applications and prosecutions</li> <li>• Contribute to earthquake-prone building responsibilities</li> <li>• Provide strong customer focused approach ensuring interactions are professional, positive, timely and constructive</li> <li>• Work positively and constructively within a team environment</li> <li>• Fulfil required statutory duties in accordance with the requirements of the Building Act 2004</li> <li>• Adhere to internal quality procedures and processes and contribute to the ongoing improvement of those procedures</li> <li>• Provide strong customer focused approach ensuring interactions are professional, positive, timely and constructive</li> <li>• Actively participate in business improvements, new initiatives, team engagement and technical decisions</li> </ul>

	<ul style="list-style-type: none"> <li>• Arrange, coordinate or take part in special projects, working parties or committees of a corporate nature and attend such meetings as may be necessary</li> <li>• Provide guidance and leadership to officers to achieve a consistent, fair and technically accurate service</li> <li>• Provide technical advice and support to Council leadership groups</li> <li>• Actively maintain an appropriate level of technical professional development, with ongoing self-learning and upskilling on legislation change, and technical and industry trends</li> <li>• Undertake other functions as required to meet the requirements of the Building Act 2004 and related regulations</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain relationships with key stakeholders and business and industry groups</li> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> <li>• Represent Council and the Policy, Planning and Regulatory Group at appropriate conferences, seminars and other events</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> <li>• Experience in building compliance, or a comparable role for at least 8-10 years.</li> <li>• Demonstrated practical management/leadership skills and people skills to achieve outcomes</li> <li>• Strong investigation and report writing skills in a building compliance or comparable role and proven prosecution preparedness</li> <li>• Understanding of Building Act and building regulations, Building Warrant of Fitness system, and enforcement provisions</li> <li>• Ability to achieve customer service excellence in a regulatory environment – ensuring that customer and stakeholder perspective is front of mind when navigating through compliance matters</li> <li>• Proven commitment to building and maintaining effective working relationships – developing and using collaborative relationships to facilitate the accomplishment of work goals</li> <li>• Commitment to grow the careers of direct reports supporting them to reach their full potential</li> <li>• Strong verbal and written communication skills, with an ability to present work in a written and verbal form that is clear to customers</li> <li>• Excellent interpersonal and communication skills and the ability to establish and build upon working relationships effectively</li> <li>• Proven team member who can adjust work priorities for the benefit and success of the wider team</li> <li>• Able to operate with composure in a high-pressure environment</li> <li>• Well-disciplined record keeping, document management and time recording skills</li> <li>• Excellent project and case management skills at navigating</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul>
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> <li>• Strong knowledge of the Building Act 1991 and 2004</li> <li>• Strong knowledge of Building Warrant of Fitness system and pool audit requirements</li> <li>• Experience in building enforcement and prosecutions</li> <li>• Authorised to undertake rapid building assessments under the Civil Defence Emergency Management Act 2002 or the Building Act 2004</li> </ul>

Last updated June 2025



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