

Your Position

Your job	Team Leader Building Consenting Kaiārahi Rōpū Whakaū Hanga Whare
Your group	Policy, Planning & Regulatory Services
Your team	Building Assurance
Your manager	Manager Building Assurance, Leonie McPhail Murphy
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.
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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 Assurance role is to:

- Lead and co-ordinate the team of Building Consenting Officers through effective and efficient work allocation and workload forecasting, augmented by appropriate coaching and mentoring in order to deliver a high-quality customer focussed service.
- Carry out the core business of the Building Assurance Centre in delivering a comprehensive and effective consenting service, administering the requirements of the Building Act and other associated legislation in accordance with all statutory obligations
- Deliver this service as a key member of the Building Assurance Centre with a focussed 'hands on' approach to leadership that supports the Manager Building Assurance in the day to day management of business and staff
- Work with other leaders to establish, implement and maintain systems, policies and procedures that will enable the service to operate in accordance with the Building Assurance Centre's quality management system.

Who you'll be working with

Your direct reports	• Senior Building Consenting Officer x 2 • Building Consenting Officer • Consenting Technical Support
Your indirect reports	• None
External people and groups	• Members of the public • Development community • Other local authorities • Contractors, consultants and suppliers • Industry groups • Government agencies (e.g. MBIE)
Internal people and groups	• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	• Building Consenting Officers are mentored, trained and properly supervised • Provide effective team participation to ensure the Building Assurance Centre performance indicators are met and outputs achieved • Provide leadership around related aspects of building assurance and performance in general, including technical leaderships • Provide leadership within the Building Assurance team contributing to a shared vision, sound decision making, open and honest communication, empowerment of staff, continual improvement and robust processes • Manage contractors workloads, review time-spent against invoicing, and review effectiveness • Demonstrate effective guidance and delegation and professional integrity at all times • Contribute to the establishment and maintenance of quality processes and standards • Apply the competency framework to ensure staff are skilled, competent and all building categories are covered • Coach, mentor and train to enhance team performance
Strategic & Operational Planning	• Contribute to the achievement of the Building Assurance Centre business plan performance indicators • Assist with the achievement and retention of Building Consent Authority Accreditation and Registration
Operational Delivery	• Provide a highly performing customer orientated building assurance service. Leading by example especially during times of pressure • To monitor Building Assurance work streams and allocate appropriate resources using workload planning, and ensure qualified staff for all activities • 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 general • Provide guidance and leadership to officers in day to day tasks and decisions to ensure consistency, fairness and accuracy is achieved • Create and maintain performance and training plans for all direct reports, mentor officers and identify training needs • Ensure all complaints and queries received from the public or other Council groups and business units are actioned promptly • To lead team briefings in conjunction with other Team Leaders • To represent the Manager Building Assurance in his/her absence as required • To assist the Manager Building Assurance in establishing service targets, objectives and plans and monitoring performance against expectations • To assist the Manager Building Assurance in quality auditing processes in line with accreditation requirements • 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.

	• Opportunities for improvement are identified and implemented including smarter use of technology • Maintain own competency and record own professional development • Provide advice, information and support to the Manager Building Assurance and General Manager Policy, Planning and Regulatory Services as required to effectively meet the Centre functions
Relationship Management	• Establish and maintain relationships with key stakeholders and business and industry groups • 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 and Regulatory Group at appropriate conferences, seminars and other events.
Corporate Responsibilities	• 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:	• Demonstrated practical management/leadership skills and people skills to achieve outcomes • Excellent building technical knowledge, application and awareness • Strong legislative knowledge, especially of the Building Act and the ability to apply legislation towards sound decision making • Relevant professional or tertiary qualification acceptable under Regulation 18, Building (Accreditation of Building Consent Authorities) Regulations 2006 • Proven experience in developing team members – planning and supporting the development of individuals' skills and abilities so that they can fulfil current or future job/role responsibilities more effectively • Proven commitment to building and maintaining effective working relationships – developing and using collaborative relationships to facilitate the accomplishment of work goals • Ability to achieve customer service excellence in a regulatory environment – ensuring that customer and stakeholder perspective are a driving force behind decisions and activities; crafting and implementing service practices that meet or exceed customers' stakeholders and own organisation's needs • Previous experience with continuous improvement – looks to improve and develop systems and processes • Sound political acumen • Good report writing skills including the ability to articulate and analyse the issues • Sound judgement and strong decision making skills • High level of resilience and the ability to cope with change • Comfortable using computers and technology and confident in ability to learn new applications quickly
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	• 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'd be great if you also have:	• Established competency assessed pursuant to Building (Accreditation of Building Consent Authorities) Regulations 2006 • A Management/Leadership qualification.

Last updated July 2026



Porirua City Council supports an inclusive and welcoming environment and is a member of Te Uru Tāngata, Centre for Workplace Inclusion.