

## Your Position

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| <b>Your job</b>     | <b>Building Consenting Officer (Inspections)</b><br><b>Āpiha Whakaaetanga Hanga Whare (Tirotironga)</b> |
| <b>Your group</b>   | Policy, Planning & Regulatory Services                                                                  |
| <b>Your team</b>    | Building Assurance                                                                                      |
| <b>Your manager</b> | Team Leader Inspections, Anthony Van Son                                                                |
| <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 Building Consenting Officer (Inspections) role is to:

- Deliver high quality and professional technical expertise and building inspections in accordance with approved plans and the NZ Building Code
- Provide building legislation expertise and service to applicants and customers
- Document considerations and decisions, manage submitted documentation, variations and time recording for invoicing

## Who you'll be working with

|                            |                                                                                                                                                                                                                                                                                                           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Your direct reports        | <ul style="list-style-type: none"><li>• None</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>• Applicants/agents</li><li>• Property owners</li><li>• Contractors, consultants and developers</li><li>• Members of the public</li><li>• Ngati Toa Rangatira</li><li>• Other local authorities</li><li>• Government agencies such as MBIE and Kainga Ora</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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Operational Delivery       | <ul style="list-style-type: none"> <li>• Deliver high quality and technically professional regulatory building inspection services for a range of building applications</li> <li>• Record all reasons for decisions in line with internal quality procedures and the legislative framework</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>• Conduct research and investigations on historic building consents, complaints and building disputes through to a resolution</li> <li>• Actively participate in business improvements, new initiatives, team engagement and technical decisions</li> <li>• Support the Building Compliance team and liaise effectively with other relevant business units and external parties</li> <li>• Undertake pool barrier and building warrant of fitness audits as and when required</li> <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 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>• Have a 'can do', solutions focused approach when assisting the team deliver under pressure</li> </ul> |
| Relationship Management    | <ul style="list-style-type: none"> <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>• Build relationships with customers with a personal touch, to ensure they feel valued and appreciated</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

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| It's essential that you have:  | <ul style="list-style-type: none"> <li>• A proven high level of technical building knowledge and understanding of the building regulatory framework</li> <li>• A professional or tertiary qualification acceptable under Regulation 18, Building (Accreditation of Building Consent Authorities) Regulations 2006 or willingness to complete</li> <li>• Excellent interpersonal and communication skills and the ability to establish and build upon working relationships effectively</li> <li>• Strong ability to manage customer expectations and resolve queries</li> <li>• A positive "can-do" attitude with a proven ability to multi-task and prioritise accordingly</li> <li>• Ability to work as a team and adjust work priorities for the benefit and success of the wider group</li> <li>• Attention to detail, setting high standards of performance for self</li> <li>• Well-disciplined record keeping, document management and time recording skills</li> <li>• A current unrestricted New Zealand driver's licence</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> |
| It would be great if you have: | <ul style="list-style-type: none"> <li>• Good knowledge of the Building Act 2004</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 Te Uru Tāngata, Centre for Workplace Inclusion.