



## POSITION DESCRIPTION

<b>Position Title:</b>	Building Surveyor		
<b>Classification:</b>	Band 7	<b>Status</b>	Full time
<b>Group:</b>	Community and Planning Services	<b>Business Unit:</b>	Regulatory Services
<b>Reports to:</b>	Municipal Building Surveyor (MBS) and Deputy Municipal Building Surveyor (DMBS)		
<b>Direct Reports:</b>	Building Inspector, pool inspector, Building Surveyor's Assistant/Cadet	<b>Date:</b>	July 2025

## ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

## POSITION OBJECTIVES

- Carry out building surveying function as required by the Building Act, Building Regulations and internal building policies and procedures
- Monitor workload and provide mentoring to Building Inspector, Pool inspector, Building Surveyor's Assistant/Cadet within the Building Services team to ensure workload is completed.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Provide end to end leadership to Building Inspector, Pool inspector, Building Surveyor's Assistant/Cadet within the Building Services team.
- Reviewing current working practices and put in place process improvement as required.
- To effectively liaise with and coordinate workflows with other members of the Regulatory Services business unit as well as all other employees.
- Monitor workload of Building Inspector, Pool Inspector, Building Surveyor's Assistant Cadet.
- Work on detached building permits.



- Carry out commercial audits, essential Safety measures inspections and non-compliance building external cladding.
- Plan checking building permit (when available) and carry out mandatory inspection.
- Remain aware of all relevant changes / amendments in legislation and educate and update employees, processes and policies as required.
- Ensuring that sound information and advice on compliance matters to developers, community members, Council employees and Councillors.
- Handle and respond to more complex correspondence and customer complaints.
- Ensure work is completed in accordance with relevant legislation and agreed service requirements.
- Assist in the maintenance of building records as required by the Building Act 1993 and Building Regulations 2018 and help the administrative staff maintaining such records.
- Provide for the enforcement of safety and building standards including the investigation of complaints, inspection of illegal, non-complying or unsafe building works, compliance with essential safety measures and taking enforcement action.

### **Mentoring and Support**

- Adoption of an inclusive leadership style, to support a team culture of respect, growth in capacity for decision making, creation of opportunity for decentralised leadership, and sharing of successes and failures.
- Monitor the workload of Building Inspector, Pool Inspector, Building Surveyor's Assistant/Cadet to ensure the cases are brought to compliance or referred to prosecution.
- Skilled at managing inspections, report & consent and enforcement actions, keeping projects moving smoothly and safely.
- Contribute to the development of Corporate Plans and assist in the development of the building team.
- Provide professional assistance, advice and coaching to the Building Inspectors, Pool inspector and Building Surveyor's Assistant/Cadet as appropriate during the course of duties.
- Carry out Professional Development Review process for the reporting officers.
- Motivate and coach staff and gain the support and cooperation of others.

### **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

### **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Supervise and manage the day-to-day operations of the Building Surveyor function.
- Accountability for the quality, accuracy and effectiveness of the Building Surveyor function.

- In positions where the prime responsibility is for resource management the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is for Specialist Advice or Regulate Clients the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage business unit operational budget within set parameters and delegation of authority.
- Position has an input into policy development. The work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.
- The instrument of delegation under the Municipal Building Surveyor sets out the extent of powers for the position of Building Surveyor under the Building Act 1993.

### **JUDGMENT AND DECISION MAKING**

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement.
- These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent.
- Guidance is not always available within the organisation.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Experience in managing and delivering employee lifecycle support and initiatives.
- Proficiency in the application of a theoretical or scientific discipline - in search of solutions to new problems/opportunities.
- Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures has context menu
- Demonstrate specialised analytical and problem-solving skills.
- Possess comprehensive working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Sound knowledge and understanding of municipal building control functions including building related legislation, codes and standards.
- Ability to understand and interpret plans, specifications and other documentation for the purposes of assessing whether building work is carried out in accordance with the documentation and Building Act, Regulations and Building Codes
- Sound knowledge of construction techniques for all classes of buildings and types of construction, including domestic, residential, industrial, commercial and multi-storey.

## **INTERPERSONAL SKILLS**

- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly defined activities
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems
- Ability to motivate and develop employees
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

## **MANAGEMENT SKILLS**

- Ability to coach, guide and lead a team to ensure effective and efficient service delivery.
- These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership.
- Able to implement personnel policies and practices including awards, EEO and OH&S policies, recruitment and selection procedures and techniques, position descriptions and staff development schemes
- Expected to develop and implement long term staffing strategies
- Lead and influence a collaborative and innovative values-based culture.
- Foster innovation and improves work practises and processes.

## **QUALIFICATIONS AND EXPERIENCE**

- Degree or Diploma with several years subsequent relevant experience OR lesser formal qualifications and extensive
- Experience in functions and obligations of a Building Surveyor.
- Current registration as a Building Surveyor with the Building and Plumbing Commission (BPC).
- A current Victorian driver's licence.
- Leadership capability and demonstrated management experience.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

## **KEY SELECTION CRITERIA**

- Hold a Building Surveyor registration.
- Demonstrated knowledge and experience in plan checking and mandatory inspections for both residential and commercial buildings. Proven knowledge and experience in building compliance / enforcement, building approvals and permits as a Building Surveyor.
- Financial acumen and the ability to manage business unit budgets effectively.

- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work independently and make sound decisions based on experience and good judgement.
- Extensive knowledge and experience of Building Act and associated legislation, policies, procedures and regulations.
- Proven experience in a supervisory role.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

## CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

**Tenure** This is a full time ongoing position.

**Pre-employment checks** All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.