



## POSITION DESCRIPTION

<b>Position Title:</b>	Building Inspector (ESM)		
<b>Classification:</b>	Band 6	<b>Status</b>	Full time
<b>Group:</b>	Regulatory Services	<b>Business Unit:</b>	Building Services
<b>Reports to:</b>	Building Surveyor		
<b>Direct Reports:</b>	None	<b>Date:</b>	22/4/2025

## 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

- To assist in the provision of Council's functions, duties and responsibilities under the Building Act 1993 and Building Regulations 2018.
- To ensure a safe built environment for the community of the Cardinia Shire.
- To provide support to the Municipal Building Surveyor and Deputy Municipal Building Surveyor.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Assist in ensuring that services provided by Council's Building section meet the requirements of the Building Act 1993, Building Regulations 2018, and other relevant legislation.
- 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.
- Attending emergency callouts after hours to inspect and take necessary action in relation to the emergency situation.
- Provide information and advice in response to enquiries (telephone, counter and written) on building matters.



- Ensure all items referred for attention are dealt with as promptly and accurately as possible within the time limits set by statute or in accordance with the priorities set by management or as the case permits.
- Assist in the maintenance of building records as required by the Building Act 1993 and Building Regulations 2018 and provide assistance to the administrative staff maintaining such records.
- Contribute to the development of the building unit's policies and procedures.
- Any other routine duties as directed consistent with the general requirements of the position.

## **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**

- The instrument of delegation under the Municipal Building Surveyor sets out the extent of powers for the position of Building Inspector under the Building Act 1993.
- The Building Inspector will be authorised under the Building Act 1993 as an authorised person and under the Local Government Act as an authorised officer.
- Responsible for setting own priorities to manage workload and to achieve given goals and deadlines.
- Provide advice to other professionals, customers and interested parties
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Formal input into policy development within their area of expertise and/or management.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

## **JUDGMENT AND DECISION MAKING**

- This role operates independently and is expected to have sufficient expertise, knowledge and skill to operate autonomously within the job requirements.
- Required to solve day to day problems in accordance with operational policies/procedures. The Municipal Building Surveyor is readily available to provide guidance and advice.
- Required to determine own work priorities and practices in order to complete tasks allocated, unless otherwise directed.

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Problem solving may involve the application of these techniques to new situations.
- The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Sound knowledge and understanding of municipal building control functions including building related legislation, codes and standards.
- Well-developed knowledge and skills in the use of the Microsoft Office software package.
- Ability to organize workload to achieve the established work plan goals and the objectives of Council and relevant legislation.
- Current Victorian driver's license.
- Proficiency in the application of building control functions including the underlying principles as distinct from practices.
- Understanding of long-term unit goals and policies of unit and wider organisation.
- Analytical and investigative skills in searching for solutions to problems/ opportunities.
- Assist in ensuring that services provided by Council's Building section meet the requirements of the Building Act 1993, Building Regulations 2018, and other relevant legislation.
- 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.
- Attending emergency callouts after hours to inspect and take necessary action in relation to the emergency situation.
- Provide information and advice in response to enquiries (telephone, counter and written) on building matters.
- Ensure all items referred for attention are dealt with as promptly and accurately as possible within the time limits set by statute or in accordance with the priorities set by management or as the case permits.
- 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.
- Contribute to the development of the building unit's policies and procedures.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills to continuously improve the customer experience whilst utilising council resources efficiently.
- An understanding 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.
- Capable of producing sound and confident decisions and solutions within critical timelines.
- Any other routine duties as directed consistent with the general requirements of the position.

## **INTERPERSONAL SKILLS**

- Ability to gain cooperation and assistance from clients, members of the public, other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems.
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication (written and verbal) 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 make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Managing time, setting priorities, planning and organising own work and where appropriate 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.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

## **QUALIFICATIONS AND EXPERIENCE**

- Tertiary Qualification in relevant field.
- Experience in functions and obligations of Building Inspector or in a related industry.
- Registered or eligible for registration as Registered Building Practitioner – Building Inspector.
- A current Victorian driver's licence.

## **KEY SELECTION CRITERIA**

- Demonstrated experience in a Building Inspector role or similar discipline.
- Thorough knowledge of the Building Act and associated legislation, policies, standards, and regulations.
- Ability to work autonomously and organise own workload to achieve set objectives.
- Well-developed dispute resolution/mediation skills
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Current Victorian drivers licence.
- The ability to embrace Cardinia Shire's Values and keys to success.

## **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 role.

**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.