

Position Description

Building Officer

Position Title:	Building Officer	Directorate:	Infrastructure and Development
Position Number:	100166	Department:	Development
Employment Status:	Part time	Position Type:	Indoor
Employment Type:	Permanent	Location:	374 Main Road, Glenorchy
Classification Structure:	Grade 4		
Reports to:	Coordinator Building & Plumbing		

PRIMARY PURPOSE:

The Building Officer is responsible for supporting Glenorchy City Council in fulfilling its statutory obligations under the *Building Act 2016*, *Building Regulations 2016*, and associated legislation. Acting as a delegated Permit Authority, the position assesses and determines building permit applications, issues permits and certificates and undertakes compliance and enforcement activities to ensure building work within the municipality is safe, compliant, and consistent with legislative requirements.

The role provides professional advice and guidance to property owners, members of the public, building practitioners, and internal stakeholders on building regulatory matters. It contributes to the effective administration of Council's building control functions through the maintenance of accurate records, processing of applications, investigation of alleged building breaches, and implementation of appropriate compliance and enforcement actions.

Working under the direction of the Coordinator Building & Plumbing Services, the Building Officer plays a key role in protecting public safety, maintaining the integrity of the built environment, and supporting Council's commitment to delivering efficient, responsive, and compliant regulatory services to the community.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Building Officer** reports to the **Coordinator Building & Plumbing** on all operational and management matters.
- The role is a key contributor to the Development team and will liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, industry suppliers, Commonwealth and State agencies, developers, service providers, and contractors.

Accountabilities And Responsibilities

Key Functions	Building Regulation and Permit Authority Functions - Assist the Coordinator Building & Plumbing Services in delivering Council's statutory obligations under the <i>Building Act 2016</i>, <i>Building Regulations 2016</i>, and associated legislation. - Assess building applications for compliance with legislative requirements. - Issue permits, certificates, and approvals in accordance with delegated authority. - Maintain statutory building records and registers. - Provide professional advice and guidance to property owners, building practitioners, the public, and internal stakeholders on building regulatory matters. Compliance and Investigations - Investigate complaints and alleged breaches of building legislation. - Conduct inspections and monitor building work to ensure compliance with legislative requirements. - Gather and maintain evidence, records, and reports to support compliance and enforcement activities. - Liaise with relevant stakeholders to facilitate effective and coordinated regulatory outcomes. Enforcement - Exercise delegated Permit Authority powers and functions in accordance with legislative requirements. - Prepare and issue statutory notices, directions, and orders relating to building compliance matters. - Monitor and pursue enforcement actions to achieve compliance with building legislation. - Represent Council in proceedings before Tasmanian Civil & Administrative Tribunal, courts, and other relevant forums as required.
Team Work and Collaboration	- Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability. - Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. - Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. - Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. - Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. - Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. - Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication - Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.

Customer Service	▪ Represent the Council in a professional and positive manner ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. ▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. ▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees. ▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. ▪ This role may require reasonable after-hours activities and overtime when required by business needs.
Governance, Risk and Compliance	▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations. ▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. ▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. ▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements. ▪ Proactively identify areas of non-compliance and support the implementation of corrective actions. ▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. ▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.

Key Selection Criteria

Essential Qualifications	▪ Certificate IV in Government (Statutory Compliance) and eligibility to obtain a licence as a Building Services Provider – Permit Authority.
Licences	▪ Current registration to work with vulnerable people (RWVP) ▪ Drivers Licence
Skills and Experience	▪ The ability to interpret building plans, specifications, and technical documentation to assess compliance with statutory requirements. ▪ Demonstrated ability to investigate compliance matters, analyse information, and make sound, evidence-based decisions. ▪ Commitment to delivering professional, and customer-focused services, with the ability to build positive relationships with a diverse range of stakeholders. ▪ Well-developed problem-solving skills, with the ability to work collaboratively within a team environment and contribute toward team outcomes. ▪ Demonstrated ability to interpret and apply legislation, policies, and technical requirements to achieve regulatory outcomes. ▪ Strong organisational, written, and verbal communication skills, with the ability to manage competing priorities, maintain accurate records, and deliver quality outcomes within required timeframes.

Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

Our Values



WE RESPECT EACH OTHER

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters



WE ARE TRUSTED

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn



TOGETHER WE ARE BETTER

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge



WE DELIVER

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own

We trust and are **TRUSTED** by each other

We know that by working **TOGETHER** we achieve better outcomes

We take personal responsibility, and together we **DELIVER** for our community

ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	