

POSITION DESCRIPTION

BUILDING DEVELOPMENT OFFICER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

<p>Thriving Community</p> <p><i>A City where people have the opportunity to connect and flourish</i></p>	<p>Prosperous Economy</p> <p><i>A City with a thriving economy that enriches its local community</i></p>	<p>Clean And Green City</p> <p><i>A City that values its natural environment</i></p>	<p>Places For People</p> <p><i>An accessible City where people love to be</i></p>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes. Our systems, processes and tools are contemporary and reflect leading practice. Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

<p>Make a Difference</p> <p>We serve our community well</p> <ul style="list-style-type: none"> • Deliver public good • Improve the quality of people’s lives • Community focussed • Deliver Council’s City Plan 	<p>Grow & Improve</p> <p>We improve our work everyday</p> <ul style="list-style-type: none"> • Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future 	<p>Better Together</p> <p>We collaborate & create to deliver meaningful outcomes</p> <ul style="list-style-type: none"> • Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication
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The position is:

Position Title	Building Development Officer		
Department & Section	Community Development – Development Services		
Team	Building Team		
Reporting to	Senior Building Development Officer		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 5		
Position Number	4065	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- Efficient and timely assessment of building applications will assist to attract commercial, residential, and industrial development, adding to the prosperity of the City.
- Active monitoring of building construction processes ensures that safe buildings are provided for the community's use.
- Active monitoring and enforcing compliance to building fire safety standards and swimming pool fencing standards assists with public safety
- Assessing building designs that have commercial or public use, to ensure they are safe and accessible to persons with limited mobility, helps make the City accessible to all residents and visitors.
- Contributing to a positive and collaborative culture within the Building Team and other departments encourages optimal performance, enabling individuals to contribute their best for the community.

What does the position do?

- Undertake assessment of applications for Building Rules Consent of varying levels of complexity under the Planning, Development and Infrastructure Act and Regulations, National Construction Code and other related legislation whilst delivering a high standard of decision making.
- Undertake inspections of buildings to ensure that they are being constructed to appropriate building standards and ensure appropriate rectification of these buildings where applicable.
- Conduct investigations and compliance/enforcement actions in response to alleged breaches of the Planning, Development and Infrastructure Act and Regulations, National Construction Code, and other related legislation.
- Provide professional building surveying and development related advice to the public, government authorities and developers with proposals to achieve Council's objectives by using professional judgement to achieve quality outcomes and by meeting applicants on-site or at the Council Services Centre to provide professional advice.
- Work within a team environment both within the Department and with other Departments to promote a co-ordinated approach to the assessment of development proposals within the City.
- Work as a member of a team to ensure that development matters are dealt with efficiently and in a manner that reinforces the image of the Council as a customer responsive organisation.
- Critically analyse and drive innovation to proactively improve systems and processes and to provide effective and efficient services and outcomes.
- Provide consistent and accurate advice to members of the public, other Council staff, statutory bodies and other relevant parties relating to building rules legislation, enforcement, compliance, and Council policy.
- Assist in the operations of Council's Building Fire Safety Committee.

POSITION DESCRIPTION



- Participate in and represent Council through legal matters concerning development compliance and enforcement in the Environment, Resources and Development Court as required.
- Ensure compliance with the Code of Conduct, Corporate Records, IT and other Council policies, procedures, and guidelines.
- Other reasonable duties as required.

What outcomes does the position deliver?

- Ensure Council meets statutory obligations under the Planning, Development & Infrastructure Act and other related legislation.
- Ensures that Development Applications are efficiently and accurately assessed in accordance with the provisions of the PDI Act and Regulations, National Construction Code and in accordance with Council's policies.
- Delivers a high standard of decision making in relation to Council's building assessment responsibilities (timely, accurate, thorough and professional advice and analysis).
- Ensures that building matters are dealt with efficiently and in a manner that reinforces the image of the Council as a customer responsive organisation.

The behaviours we expect the position to contribute to our workplace are:

- Proficient and transparent communication, fostering effective information sharing.
- Customer focused and passionate about delivering for our community.
- Alignment to PAE Values and Code of Conduct.
- Interpersonal skills that build good work relationships.
- Strong problem solving, innovative thinking and informed decision making.
- Enthusiasm to complete tasks.
- A commitment to personal development and improvement.
- Adaptability and flexibility to new ideas and concepts.

Qualifications for the position

- Hold or be eligible to obtain accreditation under the Accredited Professionals Scheme at:
 - Building Level 1 or Building Level 2 (Desired),
 - Building Level 3 (Essential).
- Current Drivers Licence (Essential).
- Building trade qualifications or building industry experience (Desirable).

Experience

- Experience in providing professional building assessment and buildings inspection services.
- Experience in building compliance as required under the Planning, Development & Infrastructure Act 2016 associated Regulations.
- Demonstrated customer service experience.

Knowledge

- Working knowledge of building technology and associated legislation, standards, and trade practices.
- Awareness of the roles, services and functions provided by the Council
- Understanding of the WHS Act and relevant EEO legislation.
- Working knowledge of the following legislation:
 - Planning, Development & Infrastructure Act and Regulations
 - National Construction Code Volume 1 and Volume 2 and associated Australian Standards
- Developing knowledge of:
 - Building Work Contractors Act

POSITION DESCRIPTION



- Disability Discrimination Act and Disability (Access to Premises – Buildings) Standards
- Local Government Act.
- General awareness and understanding of information management responsibilities and practices.
- Knowledge of the operational procedures and processes within Development Services, Technology One Property and Rating system and associated computer applications.
- Awareness of the roles, services and functions provided by the Council.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Our Safety and Return to Work Commitments

All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____