



Position Description

Position Title:	Team Leader Building and Public Health (PN 3601)		
Position Type:	Permanent Full-time		
Department:	Development and Compliance		
Date Approved:	November 2023	Version Number:	1
Hours per week:	35	Award Classification:	Band 3 Level 3
FTE	1	Salary Classification	Grade 6

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position.

1. Primary Objective (Role Purpose)

Responsible for mentoring and managing a multidisciplinary team to primarily deliver 'fast track' development applications, building certification and approval services, and environment and public health services for the Shire. The position also works closely with the Group Leader Development and Compliance to ensure good communication, collaboration and coordination occurs across the wider Development and Compliance Group.

The Development and Compliance Group manages services associated with the following functions within Bellingen Shire Council.

- Strategic Planning services
- Development assessment services
- Compliance Services (Land use, Environmental Health and Building)
- Ranger services
- Building certification and approval services
- Environment and Public Health services

2. Key Accountabilities

- Coordinate the functions of 'fast track' development applications, Building Surveying, Environment and Public Health services ensuring Council complies with statutory obligations under the Local Government Act 1993 (Act), Environmental Planning and Assessment Act 1979, Swimming Pools Act 1992, Protection of the Environment Operations Act 1997 and other relevant Acts and regulations.
- Provide guidance, support, coaching, training, and management to officers to ensure coordinated services are delivered effectively.
- Ensure the team is motivated and trained to support internal and external customers to deliver exceptional service by identifying, responding, and satisfying customer needs in a timely and professional manner.
- Establish and promote strong engagement processes between departments and the community to ensure meaningful outcomes for the community are achieved.
- Ensure policy and procedures relevant to the operation of the team are developed, documented, implemented, communicated, and regularly updated.
- Coordination of continuous improvement activities such as workflow development and reviews.
- Coordination of Quality Review Meetings to ensure all applications across the Group are reviewed and allocated effectively and in a timely manner.
- Actively participate in cross organisational teams to achieve corporate objectives.
- Provide accurate, timely and professional technical advice to Council and its committees, including the Development and Compliance Group as required.
- Attend Committee meetings of Council and represent Council at other meetings, forums and court matters as required by the Group Leader Development and Compliance.
- Keep up to date with industry and legislative developments relating to development and environmental compliance including providing input into submissions on behalf of Council with respect to policy and legislative change.
- Undertake any special projects as required by the Group Leader Development and Compliance.
- Carry out other duties that are within the limits of the employee's skills, competence and ability as required by Bellingen Shire Council.
- Champion and role model Council's vision and values to enhance team culture and performance.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- Tertiary qualifications in Building Surveying and extensive relevant experience in building certification.
- Registration with NSW Fair Trading as a building surveyor – unrestricted (all classes of buildings) [formerly A1 Accreditation]; Registration with NSW Fair Trading as a building surveyor – restricted (all classes of buildings) [formerly A2 Accreditation]; under the Building and Development Certifiers Act 2018 and Regulation 2020 .
- Current Class C NSW Driver Licence.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- Demonstrated experience in the application of NSW planning legislation and the Building Code of Australia with experience in assessing complex construction certificates, complying development certificates and occupation certificates for various classes of buildings.
- Extensive understanding of the Environmental Planning and Assessment Act 1979, and other relevant Planning and Environmental legislation, including State Environmental Planning Policies.
- Sound knowledge of Legal / Court processes as they relate to compliance functions, including the preparation and presentation of evidence in Court proceedings.
- Previous exposure to Fire Safety requirements and legislation.
- Previous Local Government experience in a similar role (desirable).
- Development Assessment experience (desirable).
- Experience utilising and administering the Greenlight software of which Bellingen Council utilizes for all application workflows (Development applications, Construction certificates, Building Information certificates, Occupation Certificates etc – desirable).

Skills

- Proven ability to assess, investigate and take action regarding complex land use activities, and unauthorised building works in accordance with the Environmental Planning and Assessment Act, Development Consents, and State Policies.
- Demonstrated staff leadership skills to plan, mentor and supervise the functions of a professional technical team.
- Highly developed written communication skills, and demonstrated ability in the preparation of comprehensive reports, investigation records, and communication with community members and other stakeholders, including negotiation and conflict resolution.
- Demonstrated organisational, time management, analytical and innovative problem-solving skills that are customer and outcome focused.
- Demonstrated ability to guide a team to deliver services that are 'easy to do business with'.
- Demonstrated ability to provide and negotiate innovative workable solutions to complex problems (desirable).
- Highly developed conflict resolution skills (desirable).

4. Supervision Received

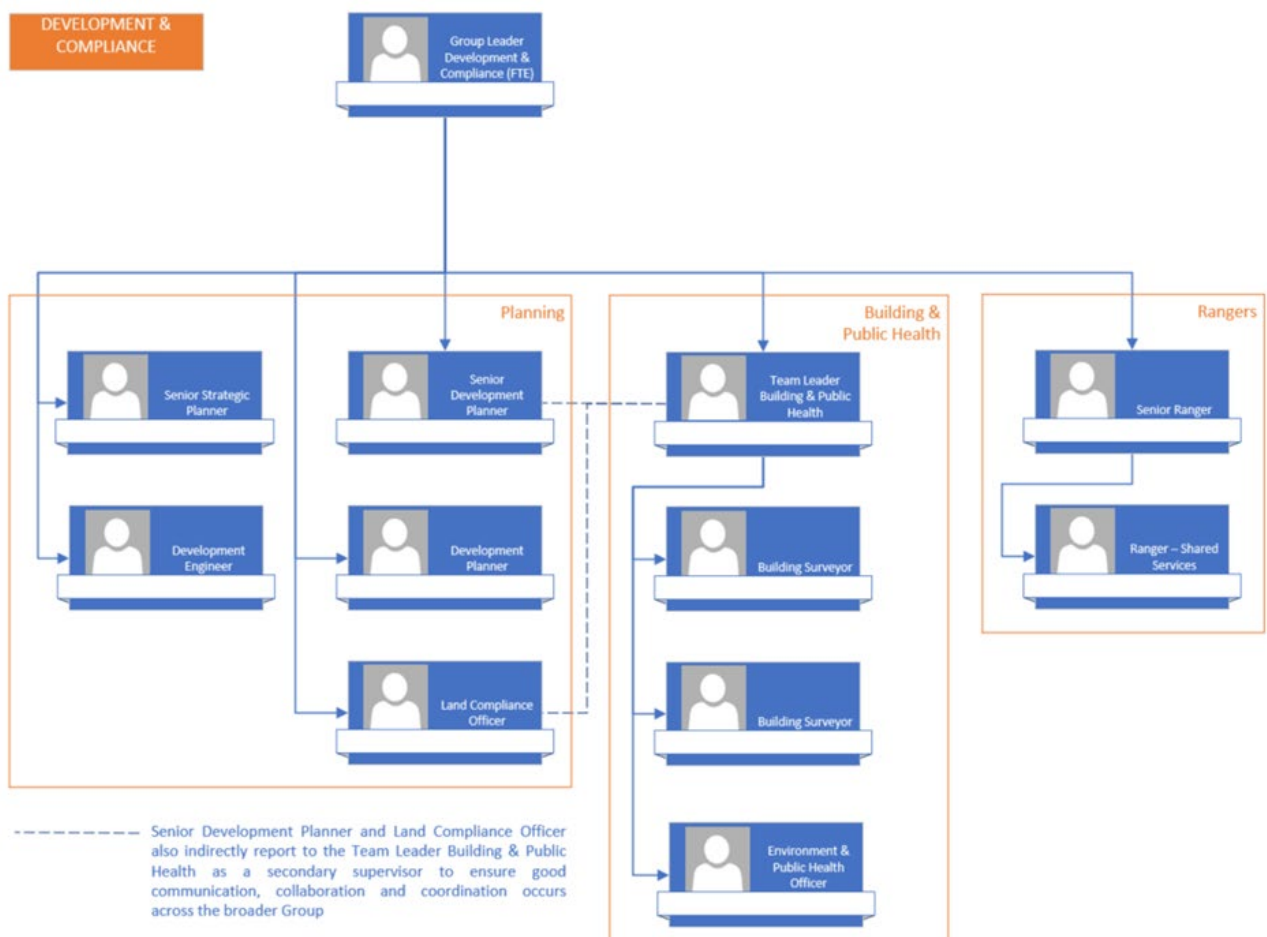
This role reports to the Group Leader Development and Compliance.

5. Supervision Exercised

The following roles report to the Team Leader Building and Public Health:

- 2 x Building Surveyor
- 1 x Environment and Public Health Officer

The position also has dashed line reporting to 2 key roles (Senior Development Planner and Land Compliance Officer) to ensure good communication and coordination occurs across the broader Development Services Group.



6. Delegations

The Team Leader Building and Public Health will exercise the functions of the Council as delegated to the position.

7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrigo National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

8. Our Values



Service Ethic /
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

Workplace health and safety (WHS)

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

A professional working environment free from discrimination, harassment, and victimisation

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

Economic, environmental, and social sustainability

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature_tag»