



POSITION DESCRIPTION

Position Title:	Deputy Municipal Building Surveyor		
Classification:	SEO (3 + 2yr contract)	Status	Full Time
Group:	Building Team	Business Unit:	Regulatory Services
Reports to:	Municipal Building Surveyor		
Direct Reports:	Yes	Date:	November 2024

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 contribute to the effective and efficient management of the use, development and protection of land in the Cardinia Shire.

Assist the Municipal Building Surveyor (MBS) in administering Council’s responsibilities for the administration and enforcement of the Building Act 1989 (Act) and the Building Regulations 2018 (Regulations) within the Cardinia Shire municipal district as is required of Council under s.212 of the Act.

Assist in the development, implementation and continuous improvement of a prompt, courteous and efficient customer focused building surveying service within the Cardinia Shire Council area.

Provide leadership and supervision to the team, distribute/monitoring staff workload, meeting with staff to ensure accountability and completion of work/task in an agreed time frame.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

Leadership

- Provide leadership and supervise the technical building team on a daily basis.

- Provide technical advice to building technical team.
- Distribute workload evenly to building technical team on a weekly basis.
- Monitor the building technical team workload to ensure that they are brought to compliance or referred to prosecution.
- Monitor corporate system to ensure that allocated workloads via building trays and CRM are distribute and attended to in an appropriate time frame and finalized in accordance with the Enforcement policy.
- Meeting with the building technical team on a fortnightly basis to monitor continue progress of workload.
- Contribute to the development of Corporate Plans and assist in the development of the building team.
- Create and maintain the building technical team's annual Performance Development Plans (PDPs).
- Ensure KPIs meet the annual work plan and obligations allocated to the MBS.
- Ensure the management of the functions of building control services with the tasks being prioritised depending on the risk to reasonably manage Council's liabilities under its duty of care.
- Contribute to mentoring and coaching of building technical team on professional learning to improve knowledge of building legislations.

Building Services

- Monitor and perform the services provided by Council's Regulatory Services meet the requirements of the Act, Regulations and other relevant or related legislation.
- Monitor and perform Council's fire safety, essential safety measures and pool/spa barrier auditing and compliance program.
- Monitor and perform the enforcement of safety and building standards including the investigation of complaints, inspection of illegal, non-complying or unsafe building works and other offences and the undertaking of enforcement action within the time limits set by statute of the Act.
- Provide guidance to building technical team of relevant legislative requirements to ensure all responsibilities and functions are carried out accordingly.
- Accurately interpret and apply Council policies and initiate changes where appropriate in consultation with the MBS.
- Maintain a high level of understanding of the Act and Regulations and related Australian Standards and keep informed of changes to legislation.
- Fulfil MBS's delegated duties as required under the Act and Regulations.
- Fulfill Council's delegated duties where required/appropriate and ensure appropriate compliance with policy, legislation and the Local Government Act.
- Assess and authorise Places of Public Entertainment (POPE) Permit and Siting Approval (for Prescribed Temporary Structures) to comply with the Act.
- Assess and authorise letter relating to Council's report and consent and refer to the MBS on matter that need further recommendation and consideration.
- Shape and contribute to the preparation and update of policies and procedures relating to the implementation and enforcement of the Act.
- Communicate with all key stakeholders in an effective manner to encourage understanding of building control matters including participation in internal cross-functional working teams to develop a corporate approach to enforcement issues.
- Prepare witness statements and gather of evidence to assist the prosecution team to prepare summons.
- Prepare report to the Victorian Civil and Administrative Tribunal (VCAT) and Building Appeals Board (BAB) on building appeal matters.
- Attend and represent Council at the Magistrates Court, VCAT and BAB on building appeal matters.
- Ensure a high standard of service delivery in the entire range of building functions

and continuously improve service levels.

- Monitor Council (Building Team) webpage to ensure the information provided is accurate and timely building legislation information.
- Provide technical advice/education to the community and Council's staff in relation to building control matters.
- Demonstrate commitment to support and embrace a continuous improvement in environment and culture within the organisation.
- Act in accordance with Council and Management's policies, relevant legislation, and Council's Code of Conduct.
- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council's policies and procedures.
- Report any matters which may impact on the safety of Council's employees, community members, or Council's assets and equipment.
- Any other routine duties as directed consistent with the general requirements of the position by the MBS.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures, and practices.

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 as Deputy Building Municipal Surveyor under the Act.
- The Registered practitioner will be authorised under the Act as an Authorised Person and under the Local Government Act as an Authorised Officer.
- Responsible for dealing with enforcement and compliance issues in accordance with the Building Act, Building Regulations and Council's policies to within the scope of the role.
- Preparation of policies, procedures and establish and maintain effective compliance and enforcement case management and audit systems.
- Provide general and technical advice to other professionals, customers and interested parties on building matters.
- Responsibility for setting own priorities to manage workload and to achieve given goals and deadlines.
- Authorise Council's documentation and represent Council at the Magistrates Court, VCAT and BAB on building matters appropriate to the role.
- Freedom to act is subject to legislation, regulations and policies and regular supervision.

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 act under the Act and other relevant Acts and Regulations under powers of authorisation/delegation.
- Identify the need and initiate changes or improvements in administrative procedures.
- Required to determine own work priorities and practices in order to complete tasks allocated, unless otherwise directed.

SPECIALIST KNOWLEDGE AND SKILLS

- Detailed knowledge and understanding of municipal building control functions including building related Act, Regulations, codes and standards is required.
- Strong understanding of building practices generally and in each discipline in the building construction process.
- Ability to organize and monitor workload to achieve the annual work plan and the objectives of Council and the Act.
- Able to provide leadership to a building technical team, distribute workload, monitor workload, enforcing accountability and ensure that workloads are completed or referred to prosecution.
- Experience in the use of computer programs not limited to Microsoft software packages, able to adapt to new system, and the ability to process high levels of paperwork.
- Analytical and investigative skills in searching for solutions to problems/opportunities.
- Ability to provide a high level of verbal and written communication skills.

INTERPERSONAL SKILLS

- Ability to supervise and lead a team, provide guidance/direction, monitoring workloads and ensure workloads are completed in an appropriate time frame.
- Ability to develop and motivate others.
- Demonstrated capacity to gain cooperation and assistance from client, members of the public, employees, and other stakeholders to facilitate favourable outcomes for council.
- Commitment to act impartially and in a professional manner and be aimed at achieving appropriate and consistent outcomes and the corporate goals and objectives.
- Highly developed interpersonal skills with the ability to deal with difficult customers to resolve complex issues.
- Ability to gain cooperation and assistance to enable successful resolution of building control matters under the Act.
- Ability to work autonomously, setting priorities and managing own time in order to achieve allocated tasks within defined timeframes and procedures.
- Ability to effectively communicate with other staff and external customers.
- Ability to work within Cardinia Values Framework
- Ability to problem solve creatively; gain cooperation of public and property owners/occupiers.
- Proven record of making a positive contribution in a cooperative environment and establishing a positive working environment.
- Demonstrated strong customer service focus.
- Highly developed written communication skills (typing speed may be advantageous).
- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team.
- Ability to move affectively around buildings and land, not limited to crawling and climbing (steep slopes/ladders).

MANAGEMENT SKILLS

- Ability to supervise and lead the building technical team.
- Provide guidance/direction and management of the building technical team through monitoring workloads and ensure workloads are completed in an appropriate time frame.
- Facilitate appropriate public participation and community awareness of building control and regulatory obligations.
- Work with other Council staff and agencies as appropriate to develop, implement and review a range of innovative and appropriate co-operative projects and initiatives for the betterment of the community.
- Ability to effectively plan, organise and manage your own time and workload.
- Ability to achieve specific objectives and outcomes within set timeframes against conflicting priorities.
- Required to contribute to the long-term staffing strategies within the building team.
- Excellent time management and organisational skills to produce timely and effective outcomes in a busy working environment.
- Ability to assist in improving efficiency and quality of service.
- Ability to adapt to changes in the work area.

QUALIFICATIONS AND EXPERIENCE

- Experience in functions and obligations of Deputy Municipal Building Surveyor.
- Registered as a building practitioner in the category of not less than 'Building Surveyor Unlimited'.
- Proven experience in effective supervising and leading of a team.

KEY SELECTION CRITERIA

- Demonstrated experience in functions and obligations of Deputy Municipal Building Surveyor.
- Proven ability and experience of supervising and leading a team in an Activity Based Work ABW place environment.
- Broad experience and knowledge of the Building Act and associated legislation, policies, and regulations.
- Ability to work autonomously and organise own workload to achieve set objectives.
- Well-developed dispute resolution/mediation skills.
- Strong written communication skills.
- Flexibility to work in an ABW place environment.
- Ability to embrace the Cardinia values and keys to success.
- Current Victorian driver's licence.

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 position maximum term

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