

Position Description

Position Title:	Building Inspector
Business Unit:	Building Services
Department:	Building & Compliance Services
Directorate:	City Planning, Design and Amenity
Classification:	Band 6
Date:	March 2022
Reports to:	Deputy Municipal Building Surveyor
Supervises:	Nil
Internal Liaison:	<ul style="list-style-type: none"> • Municipal Building Surveyor / Deputy Municipal Building Surveyor, • Manager Building & Compliance Services / Manager Regulatory Services • Manager Planning and Design / Director City Planning Design and Amenity • Team Leader Statutory Planning / Team Leader Strategic Planning • Building and Compliance Services Staff / Regulatory Services Staff • Additional Council staff as required.
External Liaison:	<ul style="list-style-type: none"> • Fire Rescue Victoria / Victoria Police • Victorian Building Authority / Department of Environment, Land, Water & Planning • Developers / Private Building Surveyors / Landowners / General Public / Courts

1. Position Objectives

The primary objectives of the position are to:

- Ensure that the City of Greater Dandenong Council's obligations are met under the Building Act, associated codes, and regulations.
- Provide education and advice on Building issues and functions across the organisation and wider community.
- Undertake all roles as delegated under legislation as the Building Inspector.
- Maintain a key emphasis on continuous improvement and the application of Best Value principles in the management of building services.
- Foster a commitment to a customer service culture, which maximises communication, consultation and cooperation between departments and emphasises shared accountability for satisfying customer needs.

2. Key Responsibility Areas / Position Specific Responsibilities **Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

The main areas of responsibilities will include but are not limited to:

Building Surveying and implementing building legislation requirements

- Ensure the timely and accurate processing and issuing of enforcement, report and consent and building permits under consideration and in compliance with the Building Regulations, Building Code of Australia and the Building Act.
- Provide a high level of support to Council, private building surveyors, builders, developers, architects, and the public on building related matters.
- Instigate legal action as required, and represent Council at Tribunals, in Courts of Law, Hearings.
- As required, review and comment on applications for use and development permits in accordance with authority delegated by Council.
- Stay abreast of constant legislative change and ensuring that Council not only complies with legislative requirements but sets a leadership example for other Councils in its innovative approaches.
- Maintain and enhance the reputation of the Building Services business unit by developing strong partnerships with internal and external stakeholders.
- Actively participate as a positive and engaged team member of the Building Services team and provide support as required.

Inspections, Enforcement and Prosecutions

- Undertake routine inspections of illegal building works and liaise with owners and their representatives.
- Oversee and undertake inspections of damaged or dangerous buildings and communicate with owners and their representatives to ensure occupant and public safety is maintained.
- Undertake Essential Safety Measure Audits of residential, commercial, and industrial premises within the municipality and communicate with owners and their representative on all aspects of Essential Safety Measures.
- Undertake Pool Barrier inspections, providing regulatory advice within the municipality and communicate with owners and their representatives on all aspects of the requirements for pool barriers.
- Carry out site visits and report on compliance with approved plans, as directed by the Municipal Building Surveyor to compliance with Building Act, Building Regulations, and current relevant VBA Practice Notes.
- Prepare briefs of evidence and provide technical advice to ensure success of prosecutions.
- Represent Council at court hearings, tribunals, and mediations.
- Provide written and verbal advice to Councillors, builders/developers/consultants, members of the public and internal staff in respect of building matters.

Customer Service, Office Administration and Business Unit Responsibilities

- Track building permits progress to ensure that the statutory obligations are met in regard to completion of permits within the prescribed time limits.
- Assist Building Inspectors, Building Surveyors Assistants and Cadet Building Surveyors by imparting knowledge on building matters and contribute to the development of the building unit's policies and procedures.
- Provide accurate information and in response to enquiries (telephone, counter and in writing to developers, builders, residents in respect to building matters.
- Liaise with internal stakeholders regarding guidance on siting approvals & POPES.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- Implementing all facets of the Building Act and subordinate legislation, on behalf of Council in a timely and professional manner that will not adversely impact on Council's reputation.
- Where responsible for providing specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients may be significant, but it is usually subject to appeal or review by more senior employees.
- Where responsible for resource management, the freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Where involved in policy development the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output can have a significant effect on the process of policy development.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations.

Independently:

- Make decisions on own work based on legislation and within delegation and resolve customer requests deciding on appropriate corrective actions.
- Provide advice to Builders, Building Surveyors, consultants, Councillors, Executive, staff, and the general public.

Recommends and Identifies to the Deputy Municipal Building Surveyor

- When handling complex matters, recommends actions aimed at achieving compliance with relevant legislation, in line with Council codes of practice, policy and established procedures.
- Variations to Service Standards to meet the business needs.

Guidance:

- Works under broad direction from the Deputy Municipal Building Surveyor, but guidance and advice are usually available.

5. Specialist Skills and Knowledge

The essential position requirements include:

- Proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices. Proficiency includes:
 - Significant knowledge and expertise in the Victorian Building Acts and Regulations, the Australian Standards and National Construction Code.
 - Understanding and expertise in the political context of building development in the Victorian Local Government context and dealing with the complexities and challenges this presents.
 - Staying abreast of legislative change and ensuring that Council not only complies with legislative requirements but sets a leadership example for other Councils in its innovative approaches.
- Being an active and engaged member of the Victorian Municipal Building Surveyors Group, the Australian Institute of Building Surveyors, and the Victorian Building Authority.
- An understanding of the long-term goals of the Building Services business unit and of the relevant policies of both the unit and the wider organisation.
- Where responsible to manage resources, require a familiarity with relevant budgeting techniques is required.

6. Management and Interpersonal skills

The essential position requirements include:

- Managing time, setting priorities, planning, and organising one's own work and where appropriate that of 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.
- Ability to gain cooperation and assistance from clients, members of the public, other employees, in the administration of defined activities and in the supervision of other employees.
- Liaise with counterparts in other organisations to discuss specialist matters and with other employees within their own organisation to resolve intra-organisational problems.

7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

Essential

- Degree or Advanced Diploma in Building Surveying combined with some relevant knowledge and work experience, including registration as building practitioner in the category of Building Inspector Unlimited and Building Inspector Limited. Relevant knowledge and work experience should include:
 - Demonstrated knowledge and interpretation of the Building Act 1993, Building Regulations and Victorian Building Authority Practice Notes related to:
 - processing applications,
 - providing guidance on siting approvals and POPES, as well as
 - acting as a representative at court hearings, tribunals, and mediations.
 - Demonstrated ability to work in a team environment and gain the cooperation and assistance of other team members, management, and staff.
 - Demonstrated high level of customer service skills in order to communicate effectively and efficiently with the external customers and providing excellent customer service.
- Demonstrated organisational skills and ability to manage one's own workload in combination with demonstrated ability to use initiative to continually review and where necessary to improve procedures and processes.
- Proven knowledge in Microsoft Office suite of applications such as Word, Excel, Outlook, and Power Point along with a demonstrated ability to operate the P & R data base and an EDRMS such as Objective.
- A current (and ongoing) valid Victorian Driver Licence as well as satisfactory (and ongoing) Police Check supplied prior to offer of employment and commencement

Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

Prepared by:

Name:	Matthew Harvey	Signature:	
Date:	May 2022		

Manager Building Services and Compliance:

Name:	Jamie Thorley	Signature:	
Date:	May 2022		

Director:

Name:	Jody Bosman	Signature:	
Date:	May 2022		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical / Cognitive Requirements of the position

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Jody Bosman Signature _____ Date: _____

Cognitive Demand	Yes	No
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others		✓
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

Position Description

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Business Unit Responsibilities

- Undertake Emergency Management duties as required.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt, and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures, and guidelines.
- In accordance with the responsibilities of your role, positively support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge, and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.