

Position Description

| Position Title | Senior Building Surveyors Assistant |
|----------------------------|--|
| Directorate | City Planning, Design and Amenity |
| Department / Business Unit | Building & Compliance Services |
| Team | Building Services |
| Classification | Band 6 |
| Date | March 2023 |
| Reports to: | Deputy Municipal Building Surveyor |
| Supervises: | Nil (mentors Building Surveyors Assistants and Cadets) |
| Internal Liaison: | 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: | Country Fire Authority, Fire Rescue Victoria, Victoria Police, Victorian Building Authority, Department of Environment, Land, Water & Planning, Developers, Landowners, General Public, Courts. |

Position Objectives

Your primary purpose in this position is to:

- Undertake all roles as delegated under legislation as the Senior Building Surveyor's Assistant.
- Provide technical advice and assistance to the customers and provide administrative assistance to the Building Services area to assist the team to achieve its legislative responsibilities.
- Provide leadership and guidance to Building Surveyors Assistants and Cadet Building Surveyors, providing a pathway to progression through from Building Surveyors Assistant to qualified Building Surveyor.
- Assist in the general administration of the Building Act, Building Regulations, associated Codes and Standards administered by the Building Services team.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position

- Tertiary qualification with a demonstrated minimum period of practical experience, along with registration with Building Practitioners Board as either:
 - Building Inspector; or
 - Building Surveyor.
- Demonstrated minimum practical skills, knowledge and experience should include:
 - Demonstrated knowledge and interpretation of the Building Act and Building Regulations.
 - Ability to liaise with and resolve issues with residents, developers, consultants, and authorities within delegated authorities.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☒ satisfactory (and ongoing) Police Check
- ☒ current valid (and ongoing) Victorian Driver's Licence
- ☒ Registration with Building Practitioners Board as either:
 - Building Inspector; or
 - Building Surveyor.

Position Specific Responsibilities & Skills

In this position, you are responsible for:

| | |
|------------------------------------|--|
| <u>Building Surveying</u> | <ul style="list-style-type: none">• Examine and report on application for building approvals, report and consent application, POPES for compliance with the Building Regulations, Building Act, Building Code of Australia and associated Acts and Standards• Any other routine duties as directed consistent with the general requirements of the position• Prepare for issuance Occupancy Permits, Certificates of Final Inspection, building directions, building enforcement and the like as necessary, |
| <u>Inspections and Enforcement</u> | <ul style="list-style-type: none">• Carry out site inspections, mandatory, non-mandatory, enforcement and report on compliance with approved plans or regulations as applicable, as directed by the Deputy Municipal Building Surveyor and/or Municipal Building Surveyor• Carry out mandatory inspections on all classes of buildings and report on compliance with approved plans, as directed by the Deputy Municipal Building Surveyor and/or Municipal Building Surveyor• 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.• Attend emergency at request of agencies or Deputy Municipal Building Surveyor and/or Municipal Building Surveyor to inspect action necessary in relation to the emergency situation (option to be on call approximately 6 months of the year) |
| <u>Prosecutions</u> | <ul style="list-style-type: none">• 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. |
| <u>Office Administration</u> | <ul style="list-style-type: none">• Track building permits/notices and orders progress to ensure that the statutory obligations are met in regard to their completion within the prescribed time limits.• Contribute to the development of the building unit's policies and procedures. |
| <u>Customer Service</u> | <ul style="list-style-type: none">• Provide accurate information and in response to enquiries (telephone, counter, internal referral) and in writing to developers, builders, residents in respect to building matters.• Provide organisational and administrative support to internal customers.• Deliver clear concise and well considered letters, emails, verbal comments, and specific recommendation relating to building matters |

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

| | |
|--|---|
| Emergency Management | <ul style="list-style-type: none">• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required |
| Child Safety | <ul style="list-style-type: none">• Understand obligations and act in an appropriate manner with and around children• Promote positive work practices with children• Establish boundaries around acceptable and unacceptable behaviour in relation to children• Adhere to reporting obligations where there is suspected or discovered child abuse |
| Climate Change & Sustainability | <ul style="list-style-type: none">• Help 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. |
| Compliance | <ul style="list-style-type: none">• Remain mindful of the requirements of the Victorian Charter of Human Rights at all times• Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.• Perform other duties as directed within the limits of acquired skills, knowledge, and training.• At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees.• At all times, comply with Council's Code of Conduct - Staff. |
| Diversity, inclusion and equity | <ul style="list-style-type: none">• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including:<ul style="list-style-type: none">○ zero tolerance of racism and expectations that staff will act on incidents of racism○ supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights. |
| Gender Equality | <ul style="list-style-type: none">• Support Council's response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner. |

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

On a typical day, approximately this much time would be spent on the following activities:

| Cognitive Requirements | Task details (typical tasks) | Frequency (% of the working day) | | | |
|---|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | Rare/ Never | Occasional 0 – 33% | Frequent 34 – 66% | Constant >66% |
| Working independently – ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Team based work – works in a team of people and not exposed to isolation | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communicating with others – Verbally | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Communicating with others - Written | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Focused Attention to task – high levels of attention required to minimise errors and ensure accuracy | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Concentrating – high levels of concentration required while completing required tasks | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Planning and sequencing tasks and activities | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Decision making – required to exercise sound decision making while completing all aspects of the position | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Emotional resilience – exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Physical Requirements

- ☒ This position does not require more than 10-15% manual handling/physical exertion
- ☐ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

| Physical Requirements | Task detail | Frequency (% of the working day) | | | |
|--|-------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | Rare / Never | Occasional 0 – 33% | Frequent 34 – 66% | Constant >66% |
| Mobility/Postures | | | | | |
| Sitting – stay in a seated position | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Standing – standing in an upright position, moving less than 3 steps | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Walking – In an upright position, moving more than 3 steps | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Crawling – Move on the hands & knees or by dragging the body close to the ground | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Non-manual handling | | | | | |
| Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneeling – To lower the body | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching – Extending arms out in any direction | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Writing/typing | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Climb ladders | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb or descend stairs | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Low level work – Performing manual handling actions at or near ground level | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Manual Handling | | | | | |
| Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Weight requirements – lift, carry, push, pull or hold | | | | | |
| 1-5kg | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.1 – 10kg | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.1 – 15kg | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15.1 – 20kg | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift floor to hip | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift waist to shoulder | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift overhead | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pushing/pulling | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Band descriptors (as defined in Council's Enterprise Agreement)

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- Providing specialist advice to or regulating clients within delegated authorities and providing support to more senior employees, with the freedom to act subject to regulations and policies and regular supervision.
- In this regard the effect of decisions and actions taken on individual clients may be significant but is usually subject to appeal or review by more senior employees.
- Assisting the Deputy Municipal Building Surveyor and/or Municipal Building Surveyor by providing information on status of workload to determine how best to utilise resources.
- Formal input into policy development within area of expertise where 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.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- Specialised work with methods, procedures and processes developed from theory or precedent.
- Improving and/or developing methods and techniques based on previous experience.
- Problem solving may involve the application of these techniques to new situations.

Independently

- Making decisions based on day-to-day management and scheduling of allocated work.
- Building inspections within the relevant practitioner's registration.
- Resolving minor issues with customers within agreed parameters.

With Input from the Deputy Municipal Building Surveyor / Municipal Building Surveyor

- Reporting relevant issues to the Deputy Municipal Building Surveyor and/or Municipal Building Surveyor where appropriate.

Recommends and Identifies to the Deputy Municipal Building Surveyor / Municipal Building Surveyor

- Making recommendations about Building legislation administration improvements were considered necessary.

Guidance

- Guidance and advice are usually available from the Deputy Municipal Building Surveyor / Municipal Building Surveyor.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Proficiency in the application of a theoretical or scientific Building Act / Building Regulation disciplines, including the underlying principles as distinct from the practices, such as using initiative to continually review and where necessary, improve procedures and processes.
- An understanding of the function of the position within its organisational context, the long-term goals of the Building & Compliance Services and association business units, as well as the relevant policies of both the unit and Council.
- An understanding of the role and function of the Deputy Municipal Building Surveyor / Municipal Building Surveyor and others to whom they provide support.

Management and Interpersonal skills

The essential position requirements include:

- Skills in 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 within resources available and within a set timetable.
- The ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Liaising with counterparts in other organisations to discuss specialist matters, and with other employees to resolve intra-organisational problems.
- Mentoring Building Surveyors Assistants and Cadets which requires an understanding of and an ability to implement personnel practices including those related to employees development.

Verification & Approvals

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

| | Name | Signature | Date |
|--------------------|----------------|------------------|-------------|
| Prepared by | Matthew Harvey | | March 2023 |
| Manager | Jamie Thorley | | March 2023 |
| Director | Jody Bosman | | March 2023 |
| Occupant | | | |

Relationship Management

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Demonstrates respect for the wide range of views and perspectives that are expressed in their teams
- Contributes effectively to team meetings
- Demonstrates commitment to team decisions
- Demonstrates respect for other team members

Planning & Organising

Thinks from a holistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Is able to explain the relationship between own work activities and the goals and objectives of the team
- Prioritises work based on the needs of the team
- Shares relevant information as and when appropriate
- Consistently does her/his share of the work

People Development

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Is active in identifying opportunities for ongoing growth and development
- Seeks feedback with a view to personal and professional development
- Looks for opportunities to grow skills and knowledge
- Is proactive in managing own career development

Future focused organisation

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Incorporates key issues impacting the broader environment into the way they undertake their work
- Responds flexibly to change
- Shows resilience in times of change
- Seeks support during times of uncertainty

Outcome orientation

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Demonstrates a willingness to take informed risks in solving client issues
- Ensures tasks are consistently completed to the required standard
- Responds promptly and appropriately to requests for service
- Consistently follows established practices and procedures

Service focus

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Is friendly and responsive to clients/customers
- Strives to deliver quality client/customer outcomes
- Deals with client/customer issues with concern and a sense of importance

Self-management

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others

- Accepts personal responsibility for outcomes within their control
- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement
- Models Greater Dandenong's ethical and organisational standards
- Acts decisively during times of ambiguity and pressure

Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered

- Actively participates in discussions and activities aimed at improving safety, health and wellbeing
- Takes responsibility for the personal safety, health and wellbeing of self and immediate others
- Supports and encourages colleagues to actively participate in safety, health and wellbeing initiatives

Council's REACH Values

Respectful

We respect and care about our community, each other and ourselves.
We act with integrity at all times and in all matters.
We take time to listen to and seek to understand the other point of view.
We strive to understand and respect the diversity of our community and our workplace.
We understand our role in the community and respect the responsibility that comes with

Creative

We care about getting the best outcomes.
We constantly ask: What's the future and what's possible?
We have the courage to try new ideas.
We strive for excellence in everything we do.

Engaged

We listen to our community and respond.
We work together with our community and each other, to achieve the best outcome.
We have the confidence to challenge the status quo, to reach for better outcomes.
We are action-oriented in identifying and responding to new challenges.

Honest

We tell the truth, even when we know people may not want to hear it.
We form our opinions and give advice from sound, evidence based research.
We act with humility and apply the highest standards of ethical behaviour to everything we do.

Accountable

We are proud of our city, our community and our achievements.
We spend our time and effort on solutions rather than looking for someone to blame.
We take responsibility for our actions.

