

Position Description

Position Title:	Building Inspector
Classification:	Band 6
Business Unit:	Statutory Building Services
Reports to:	Coordinator Statutory Building Services (Municipal Building Surveyor)
Approved by:	Director Planning and Place
Reviewed:	March 2025

1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Melbourne Holocaust museum and much more.

2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Community Wellbeing;

Position Description

- Customer and Corporate Affairs;
- Planning and Place; and
- Sustainability, Assets and Leisure.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

3. Position Purpose and Background

- To assist in the efficient operation of the Statutory Building Services team in its regulatory, administrative and enforcement functions and duties.
- To conduct and coordinate Building Inspections, in accordance with relevant Acts and Regulations, in order to ensure the provision of a responsive customer service to the community.
- To investigate complaints and breaches of the relevant Acts and Regulations and to carry out and coordinate the appropriate action to ensure building safety, compliance and closure within relevant timeframes.
- The position deals with building regulatory matters and provides advice and assistance to other staff within and outside of the Statutory Building Services team, and to Council.

4. Working Relationships

Reports to: Coordinator Statutory Building Services (Municipal Building Surveyor)

Position deals with:	Internally	A range of internal staff
	Externally	A range of external persons and agencies including: Investigation Consultants and Contractors Victorian Building Authority Building Appeals Board Work safe Victoria Victoria Police Council Insurance Brokers Fire Rescue Victoria Council Legal Representatives

5. Key Responsibilities

- Carry out the inspection of buildings within the City of Glen Eira, as directed, at various stages of construction to ensure compliance with the permit documentation, the Building Act, Building Regulations, Building Code of Australia and other Codes, Standards and Community Local Laws.
- Investigate complaints and take appropriate action as a result of these investigations to ensure compliance with the Building Act, Building Regulations and other codes, standards and Community local laws.
- Liaise with the Building Surveyors and administration teams to ensure most effective resources are placed to ensure tasks are completed within statutory and corporate time frames.
- Provide technical input with developing policies on the inspection and enforcement of provisions in the Building

Position Description

Act and Regulations, to ensure Council's obligations are met.

- Assist in conducting and coordinating annual inspections of buildings where potential fire and safety problems may arise, to ensure compliance with the maintenance provisions of the regulations.
- Record and maintain accurate records of inspections and other activities in a manner determined by the Coordinator Statutory Building Services.
- Ensure all documentation lodged for building permits complies with the relevant Acts and Regulations.
- Liaise and advise professionally with owners/builders on site, to promote safety and compliance with the various regulations and acts.
- Prepare reports/correspondence for the Coordinator Statutory Building Services on health and safety issues, illegal and non-complying works, and other issues as required.
- Conduct assessment of the structural sufficiency of fire damage, impact damage, and dangerous buildings as appropriate.
- Be capable of attending after hour's emergency call out when required or rostered on by the Coordinator Statutory Building Services.
- Represent Council in Court and other hearings in respect to building works inspected.
- Contribute ideas and proposals aimed at improving the quality of the Statutory Building Services unit in accordance with Council's objectives and to monitor its effectiveness.
- Provide technical support for the drafting of Building Notices & Orders as required.
- From time to time, attend to telephone and counter enquiries associated with statutory functions under the Building Act and Regulations and provide advice in a courteous, responsive and efficient manner and in accordance with Council policies and procedures.
- Provide professional assistance, advice and coaching to peers, Technical Officers, Swimming Pool and Spa Inspectors, and students as appropriate
- The Building Inspector may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training.

5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.

Position Description

- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Building Inspector:

- Act as a delegate of Council's Municipal Building Surveyor to the extent permitted by relevant Acts and Regulations.
- Act as an authorised person via instrument of authorisation by Council's Municipal Building Surveyor for the purposes of Part 13 of the Building Act.
- Act as an authorised officer for the purposes of the Local Government Act and other relevant Acts and Regulations within the skills and experience of the incumbent.
- Is responsible for providing professional and specialist advice to ratepayers, builders and the general public in respect to building matters. The impact of decisions may have a significant impact on ratepayers, builders and the general public.
- Accountable for ensuring compliance with the permit documentation, the Building Act, Building Regulations, National Construction Code, Planning & Environment Act, Glen Eira Planning Scheme and other Codes, Standards and Community Local Laws.
- Represent Council, give expert advice and make decisions on site in relation to building matters or planning enforcement matters to rate payers, builders other building professionals and staff.
- Input into policy, procedure and guideline development within area of expertise.

5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Building Inspector:

- Work within the methods and processes utilised in the Department's service delivery and the inspectorial function, to optimise building safety, customer service and effective and efficient outcomes.
- The position requires the ability to make appropriate autonomous on-site decisions based on good judgement and knowledge of Building Act, Building Regulations Planning & Environment Act, Glen Eira Planning Scheme and other associated codes and local laws.
- The work will involve developing and improving innovative methods and techniques to design and deliver organisation improvement initiatives.
- The incumbent is expected to use their judgement to problem solve using the application of theory or precedent to new situations.
- Guidance and advice is usually available.
- Advice and recommendations to the Coordinator Statutory Building Services in respect to illegal building works, non-complying building work, Council reports, delegate decision and general correspondence.
- On site problem solving, often of a specialised, technical and unusual nature using past experience and precedence.

5.4 Management Skills

The following describes managerial skills required by the Building Inspector:

Position Description

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Ability to educate others in the building inspection and prosecution techniques to ensure a proactive team approach.

5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Building Inspector:

- Ability to effectively communicate with and gain cooperation and assistance from a wide spectrum of professions, builders, owners, customers, trades people and members of staff.
- Ability to liaise with counterparts in other organisations to discuss matters concerning Statutory Building Services.
- Ability to discuss matters of Statutory Building Services with other employees in other function within the organisation to resolve intra-organisational problems.
- Well developed oral and written communication skills.

5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Building Inspector:

- Conversant with all relevant Building Acts, Regulations, Codes and Policies, especially in respect of orders and notices, and be able to interpret, relay and apply their content
- A thorough knowledge and understanding of building practices and standards.
- Experience and knowledge of the building industry, current techniques, materials, methods and procedures.
- Experience and ability to competently and correctly read and interpret working building plans, engineering plans, specifications and technical literature relating to building construction.

5.7 Qualifications and Experience:

- Tertiary qualifications in Building Inspections or Surveying.
- Registration or near registration as a building practitioner, in the category of Building Inspector unlimited or limited with the Victorian Building Authority.
- Experience as a Building Inspector in a Municipal or Private Building Surveying office.
- Employee Working with Children Check
- Current Drivers License mandatory.

6. Performance Review

Position Description

The Building Inspector will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Building Inspector may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Current or near registration as a Building Practitioner from the Victorian Building Authority in the category of Building Inspector Unlimited or Limited.
- Experience as a Building Inspector in a Municipal or Private Building Surveying office.
- Knowledge and experience of the building industry, which must be kept up to date with current techniques, materials, methods and procedures.
- Knowledge of the latest Building Regulations, Acts, Codes, including the notices and orders procedures of these Acts and Regulations.
- Ability to perform as an intricate team member within the organisation.

8. Other Information

- Position is subject to the satisfactory completion of Police Records Check and Employee Working with Children Check.
- Victorian Drivers Licence is mandatory.
- The incumbent will be capable of attending after hour's emergency call out when required or rostered on by the Coordinator Statutory Building Services.
- The position is located at the Glen Eira Town Hall, however the incumbent will be required to travel to other Council offices from time to time.
- Glen Eira has embraced a hybrid work model which includes the ability to work from home part-time, subject to team and operational requirements.