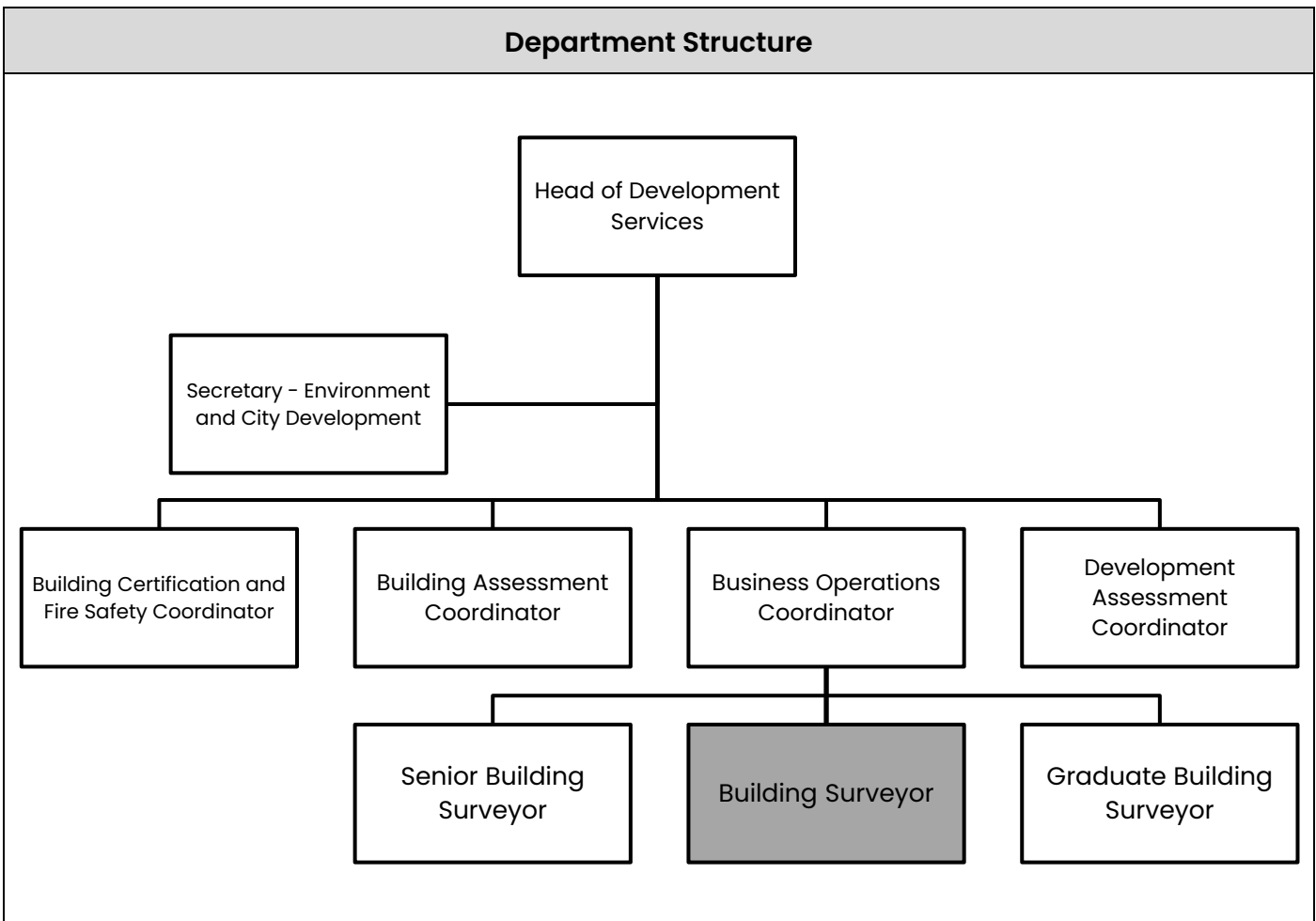


# Position Description

<b>Position Title:</b>	Building Surveyor
<b>Grade:</b>	H
<b>Department:</b>	Development Services
<b>Date:</b>	October 2024

Position Purpose
To advance Council's vision of a prosperous region with a harmony of urban and rural qualities and a strong commitment to environmental protection and enhancement. The position holder will achieve this by the effective and efficient discharge of Council's statutory land use responsibilities. The three fundamental elements to the position include land use advice, development assessment (DAs, CCs & CDCs) and development management (compliance and control).



## Key Result Areas

### 1. Assess and provide guidance in relation all types of development applications

#### Major Actions

- Think critically, logically and innovatively, and conduct independent research with a relatively high level of analytical evaluation
- Analyse and resolve technical, planning and management issues using, where necessary, innovative techniques and solutions
- Discuss issues and resolve problems at all levels
- Provide mediation where appropriate, and resolve conflicts promptly
- Participate in a technical advisory role within the Unit

### 2. Delegation of authority

#### Major Actions

- Ensure Council's policies and strategic objectives are addressed in all development control matters
- Work with a relatively high level of independence and self-motivation
- Operate with a considerable degree of independence

### 3. Development Control processes

#### Major Actions

- Assist with and develop efficient strategies to manage development control matters
- Recommend responses to changes in legislation and Council direction
- Assist with and implement the development control process and the development of procedures and protocol

### 1. Customer Service

#### Major Actions

- Provide effective service to Council customers, internal and the community
- Accurately identify the needs of customers and take appropriate action to satisfy customer needs
- Present a positive image of Council

### 2. Corporate Governance and Effective Work Practices

#### Major Actions

- Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Council's Code of Conduct, Values and relevant policies and procedures
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others and use positive communication techniques
- Resolve workplace conflict in line with Council policy
- Undertake recordkeeping activities in accordance with Council's Records Management business rules, procedures, policies and State Records Legislation

### 3. Work Health and Safety (WHS)

#### Major Actions

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

### Qualifications, Experience and Specialist Skills & Knowledge

#### Essential

- A tertiary qualification in Environmental Health, Building Surveying or a related field
- A3 or A4 Accreditation as a Building Surveyor with the Building Professionals Board
- Solid experience working in a Building Surveyor field
- A sound understanding of development approval and certification processes in New South Wales
- Excellent written and verbal communication skills
- An understanding of the principles of EEO and WHS
- A current Class C Driver Licence

#### Desirable

- Previous experience in a local government environment
- Experience in dealing with a range of customers
- Experience in working in teams