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| **Cluster** | Planning, Housing and Infrastructure |
| **Agency** | Department of Planning Housing and Infrastructure |
| **Division/Branch/Unit** | Development Assessment and Sustainability/Key Sites/Regional Assessments |
| **Classification/Grade/Band** | Planning Officer Grade 2 |
| **ANZSCO Code** | 232212 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | September 2024 (updated from September 2022; November 2020; August 2020) |
| **Agency Website** | https://www.nsw.gov.au/departments-and-agencies/department-of-planning-housing-and-infrastructure |

# Agency Overview

The Department of Planning, Housing and Infrastructure (DPHI) improves the liveability and prosperity of NSW. To achieve this, we:

* create vibrant, productive spaces and precincts;
* manage lands, assets and property effectively; and
* deliver affordable and diverse housing.

We strive to be a high performing, world class public service organisation that celebrates and reflects the full diversity of the community we serve and builds the cultural capability of our department to improve outcomes with, and for, Aboriginal people, communities and entities

Primary purpose of the role

The Senior Building Surveyor, in consultation with Alpine Resort stakeholders in the Kosciuszko National Park, will be responsible for undertaking building control work including pre-design liaison and building certification to ensure that construction activities are undertaken according to statutory requirements and sound environmental practice. The position holder is also responsible for undertaking inspections, providing advice on development proposals and assessing, determining and enforcing compliance with the Environmental Planning and Assessment Act 1979, Building Code of Australia, Protection of the Environment Operations Act and other relevant legislation.

Key accountabilities

* Identify opportunities for the development proposals in the Kosciuszko National Park and other areas of the State and undertake building certification, critical stage inspections and fire safety investigations under instruction from the Team Leader.
* Provide analysis and specialist advice to the Team Leader and Director regarding planning, building certification and fire safety matters at local and regional levels to inform decision making.
* Prepare complex and detailed reports, briefings and other correspondence relating to development proposals, building certification, fire safety and compliance activities and maintain documentation in accordance with record keeping policies and legislation
* Manage and deliver projects and tasks assigned by the Team Leader, providing financial oversight in accordance with budgets and client expectations.
* Build and maintain partnerships with internal and external stakeholders to achieve successful project outcomes.
* Brief and/or supervise consultants and contractors engaged for specific projects and tasks to ensure delivery meets Departmental requirements for quality, timelines and cost
* Actively contribute to the Department’s ongoing monitoring and evaluation of planning policies and their impact on the social and economic performance of the State.

# Key challenges

* Interpreting and applying complex planning, building and property management legislation and policies and using project management systems for preparation of project and business documentation.
* Providing timely professional advice and recommendations in relation to complex development proposals and land management projects and liaising with clients in relation to projects and resolving detailed building and fire safety matters, particularly those associated with the tourist accommodation in the Alpine resort areas of Kosciuszko National Park.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive instructions and provide information and advice in relation to surveying activities and projects * Participate in discussions regarding allocation of resources based on capacity and priorities. * Provide advice on technical issues and promote development and process improvement activities. * Report on matters arising that expose the business unit to risk and liability. |
| Team members | * Provide advice and support in resolving surveying issues and development proposals * Support team members and work collaboratively to contribute to achieve business outcomes. * Participate in meetings to share information and provide input on issues |
| **External** |  |
| Stakeholders/Clients | * Provide timely and accurate advice in the coordination of surveying projects, assessment of development of development proposals and undertaking compliance activities. * Participate in forums, groups to represent the agency and share information |

# Role dimensions

## Decision making

The Senior Building Surveyor will work under the guidance and direction of the Team Leader. The Senior Building Surveyor will make decisions on the appropriate course of action to take based on the known circumstances, and will seek guidance on those decisions where appropriate. The Senior Building Surveyor is required to research all relevant standards, legislation and requirements and make expert and informed recommendations upon which higher level decisions can be made. The role provides surveying advice to clients to assist those clients with their decision making.

The role has a high level of autonomy in the delivery of projects and makes day to day decisions in relation to prioritising activities and maximising the utilisation of assigned resources. The role contributes to the overall strategic direction and development of the business unit.

## Reporting line

Team Leader

## Director reports

Nil

**Budget / Expenditure**

Nil

Key knowledge and experience

* Demonstrated experience and sound working knowledge of the Environmental Planning and Assessment Act 1979, in particular development assessment and control under Part 4; building certification under Part 6 ; compliance investigation and enforcement under Part 9
* Demonstrated experience and sound working knowledge of the Environmental Planning and Assessment (Development Certificate and Fire Safety) Regulation 2021
* Demonstrated experience and sound working knowledge of other relevant legislation
* Demonstrated experience in carrying out critical stage inspections for all classes of buildings
* Demonstrated understanding of the Building Code of Australia and experience in its interpretation.

Essential requirements

* Degree qualification in building surveying, fire engineering or other relevant discipline.
* Either hold, or be eligible for, a building surveyor—unrestricted, building surveyor—restricted (all classes of building) or certifier—fire safety, accreditation under the Building and Development Certifiers Regulations 2020.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Display Resilience and Courage**  Be open and honest, prepared to express your views, and willing to accept and commit to change | | Be flexible, show initiative and respond quickly when situations change  Give frank and honest feedback and advice  Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately  Raise and work through challenging issues and seek alternatives  Remain composed and calm under pressure and in challenging situations | Adept |
| **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct  Recognise and report misconduct and illegal and inappropriate behaviour  Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | Take responsibility for delivering high-quality customer-focused services  Design processes and policies based on the customer’s point of view and needs  Understand and measure what is important to customers  Use data and information to monitor and improve customer service delivery  Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers  Maintain relationships with key customers in area of expertise  Connect and collaborate with relevant customers within the community | Adept |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Encourage a culture that recognises the value of collaboration  Build cooperation and overcome barriers to information sharing and communication across teams and units  Share lessons learned across teams and units  Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work  Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
|  | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team and unit goals, strategies and plans  Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate outcomes and adjust future plans accordingly | Adept |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | Adept |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Understand all components of the project management process, including the need to consider change management to realise business benefits  Prepare clear project proposals and accurate estimates of required costs and resources  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Identify and evaluate risks associated with the project and develop mitigation strategies  Identify and consult stakeholders to inform the project strategy  Communicate the project’s objectives and its expected benefits  Monitor the completion of project milestones against goals and take necessary action  Evaluate progress and identify improvements to inform future projects | Adept |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Description** | **Level** |
|  | Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |