

Consumer, Building and Occupational Services

Assistant Director, Building & Plumbing Standards and Regulation – Statement of Duties

Objective

The position contributes to providing high-level authoritative specialist technical and policy advice to all stakeholders and the Department in relation to policy, legislation and technical standards pertaining to the building and plumbing industry.

Duties

- Provide high level professional and specialist technical and policy advice to all stakeholders and the Department on building and plumbing regulatory requirements.
- Represent the Department on the relevant State and National technical advisory bodies and committees.
- Provide professional and specialist advice to stakeholders on a range of current and emerging issues relating to the building and construction industry.
- Provide professional and specialist technical advice to internal compliance staff.
- Provide advice and information necessary to assist stakeholders in the conduct of their statutory functions.
- Provide advice and guidance to community stakeholders through responses to enquiries and production of guidance material specific to needs of consumers.
- Represent Tasmania on the necessary groups and committees of the Australian Building Codes Board in Tasmania.
- Manage the negotiation, consultation, updating and maintenance of the Tasmanian Appendix to the Building Code of Australia and appropriate reference material including changes to technical regulations initiated by other government Agencies or identified by review.
- Assist in the planning, co-ordination and facilitation of the relevant legislation and technical education strategies for stakeholders.
- Conduct educational, information and briefing sessions, focussed on ensuring adherence to the legislation, relevant codes and standards. Assist in preparing, editing and publishing advisory information.

- Assist the Director, Technical Regulation in the assessment of applications for Building Service Provider occupational licences.
- Manage the physical, human and financial resources of the Building & Plumbing Standards and Regulation Unit.

Level of responsibility

- The occupant is the principal professional specialist and the source of authoritative professional specialist advice on building regulatory and standards matters to stakeholders, government and the Department within Tasmania.
- The occupant is required to exercise a high degree of independent professional judgement and discretion in the resolution of more novel, complex and critical problems and/or issues.
- The occupant will be required to represent the Department on relevant peak technical bodies and advise government and the Department on complex policy and technical building issues.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- Provide adequate instruction, information, supervision and training for your team members, depending on the nature of their work.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values-based workplace culture, leading your team in a values-based manner, ensuring your team uphold the values and role modelling the values.

Direction and supervision received

- The occupant of the position operates in accordance with Branch, Division and Departmental objectives under broad policy control and with limited direction from the Director, Technical Regulation.

Selection criteria

1. Comprehensive knowledge of, and proven experience with, building, building systems, products and materials and associated legislation and standards.
2. Proven experience or the ability to quickly gain knowledge in the development, implementation and application of building regulatory systems and associated technical standards, and the proven ability to develop and implement policies, procedure and systems
3. Proven high-level specialist experience in effectively resolving complex technical building issues through the application of analytical, investigative, and problem-solving techniques, supported by proven experience as a building professional in the building industry.
4. High-level oral communication and interpersonal skills with the proven ability to provide concise advice on building issues, and the proven ability to make public presentations and present lecture material at forums as required.
5. High level written communication skills with the proven ability to prepare and produce reports, correspondence and publications that are clear, accurate and concise.
6. Well-developed organisational skills including the proven ability to set priorities, meet deadlines and manage variable workloads.
7. Demonstrated leadership and management skills, including demonstrated capacity to manage specialist technical staff, and to manage individual staff performance and to promote a participative and cooperative work environment.
8. Be able to understand and apply the requirements of the relevant WHS legislation in your areas of responsibility.

Essential requirements

- Nil

Desirable requirements

- Qualifications and experience in building surveying, architecture, or engineering.
- Registration to work with vulnerable people card. (or the ability to obtain such).
- Drivers licence.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person
 - Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
3. Identification check.

Position Summary

Title	Assistant Director, Building and Plumbing Standards and Regulation
Number	355756a
Award	Tasmanian State Service Award
Classification	General Stream Band 7
Division	Technical Regulation Unit
Full Time Equivalent	1.0
Output Group	Consumer, Building and Occupational Services
Branch	Building Standards
Supervisor	Director Technical Regulation Unit
Direct Reports	4
Location	Rosny
Position category and funding	Permanent, T392

