

A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

Senior Building Compliance Officer

Division	Infrastructure Planning	Department	Buildings and Facilities Planning
Reports To	Team Leader Building Works Planning	Direct Reports	No

Position Purpose

This position will provide specialist technical advice and undertake moderately complex building compliance assessments for Council Buildings in accordance with the Queensland legislation to meet the needs of the community within the Moreton Bay Regional Council area.

Key Responsibilities and Outcomes

Operational

As Senior Building Compliance Officer within the Buildings and Facilities Planning team you will:

- Be responsible for identification and assessment of Council obligation for the most current Building Regulation
- Develop a building compliance governance framework and procedural documentation to ensure compliance and support compliance activities
- Establish roles and responsibilities among different Council directorates and departments to address building compliance in its entirety with the Building Regulation and Act
- Establish a formal monitoring and reporting framework to provide guidance for visibility, timelines of information and flag any issues regarding Building Regulation compliance obligations to ensure ongoing building compliance
- Develop a compliance obligation register, document and risk assessments for all appropriate obligations under the Building Regulation and Act
- Initiate and prepare formal building compliance reports
- Undertake moderately complex building compliance assessment to ensure technical compliance with the building code and legislation
- Assess and issue building compliance report in accordance with the relevant legislative, policy and business requirements for Council's building projects
- Provide specialist technical advice to key stakeholders on building certification matters.
- Support the assessment of emergency and high-risk building and development compliance matters (including matters relating to public safety, injury to persons or damage to property).
- Conduct investigations of compliance matters or concerns
- Build strong relationship with key internal and external stakeholders to ensure quality service outcomes are achieved.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

Decision Making

Budget - Nil

Delegations - Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Comprehensive knowledge and experience in the building compliance assessment services, preferably in local government.
- Comprehensive knowledge in the principles and practices relating to investigation and compliance activities relating building and development matters.
- Considerable knowledge of the planning, building and development legislation in Queensland.
- Sound knowledge of the Building Regulation and Act
- Demonstrated experience providing technical oversight and guidance to council's building projects.
- Strong time management skills and the ability to manage high volume workloads, conflicting priorities and meet deadlines.
- Strong negotiation and conflict resolution skills.
- Strong communication skills to meet the needs of a range of internal and external stakeholders with the ability to work in a positive team environment communicating and engaging effectively at all levels.

Qualifications

- Technical qualifications and hold a current and relevant Certificate of Accreditation issued by the Australian Institute of Building Surveyors (AIBS) or Royal Institute of Chartered Surveyors (RICS)
- Eligibility to qualify as a Level 2 or higher Certifier with Queensland Building and Construction Commission (QBCC)
- General Induction Licence (White Card)
- Current C class driver's licence.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.