



POSITION DESCRIPTION

POSITION TITLE:		Deputy Municipal Building Surveyor			
POSITION NO:		100374	CLASSIFICATION:		SEO
DIVISION:		Planning and Place Making			
BRANCH:		Yarra Building Services			
UNIT:		Yarra Building Services			
REPORTS TO:		Municipal Building Surveyor			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	Yes

Yarra City Council committed to being a child safe organisation and supports flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- a) To lead and direct the Building Services team to;
 - (i) provide an efficient and effective unit;
 - (ii) provide a financially viable Building Permit service;
 - (ii) provide a responsive high level of customer service to internal and external customers in accordance with the Team's Key Performance Indicators (KPI)
 - (iii) achieve compliance with the Building Act, Building Regulations and other relevant legislation; within approved processes and procedures.
 - b) Actively contribute to the efficient and effective management and development of Council's Building Services Unit.
 - c) To identify and act upon strategic opportunities to expand Council's building permit business and pursue approaches to increase Council's market share.
 - d) Actively develop the capacity of staff to grow and improve in their knowledge and experience in implementing building legislation.
 - e) Fulfil the functions of relevant Building Surveyor as provided in the Building Act in relation to statutory functions, enforcement, permits, approvals, inspections, directions, notices and orders.
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- f) Deputise for the Municipal Building Surveyor (“MBS”) and fulfil the instrument of delegation and authorisation from the MBS.
- g) At the discretion and consent of the MBS, to act as the MBS when the MBS is absent or not available.

NB. When deputised, the incumbent assumes responsibilities and all functions of the MBS for the building governance roles and accountabilities regarding the administration and enforcement of Building Legislation in the City of Yarra.

ORGANISATIONAL CONTEXT

Yarra City Council is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City’s physical, social and environmental assets and building a strong and sustainable business base. A major imperative of the Organisation is an emphasis on customer service, responsiveness and continuous improvement.

Yarra Building Services forms part of the Building and Planning Branch which has responsibility for the provision of a range of compliance services within the City of Yarra including administration of:

- *The Building Act*
- *Council’s Local Laws and the permits issued under those local laws*
- *Planning and Environment Act associated with building sites*
- *Environment Protection Act*
- *Road Management Act*
- *Road Safety Act*
- *Other relevant legislation*

The Building Services program operates in a competitive environment with other Building Surveying services.

Excellence in customer service is a high priority.

As a member of the Branch Building and Planning Team the incumbent is required to pursue Branch, Divisional and Corporate goals through effective team work within the Branch and with colleagues in other branches and divisions; providing leadership within the Yarra Building Services Unit and developing sound working relationships with a range of internal and external parties.

ORGANISATIONAL RELATIONSHIP

Position reports to: Municipal Building Surveyor

Position Supervises Building Surveyors and Contract staff.

The position supervises Business Support Officer and Building Surveyor when in the role of acting Municipal Building Surveyor.

Internal Relationships: Management, Statutory Planning, Public Health, Systems and Business Support, Construction Enforcement, Planning Enforcement and other Council Units as required.

External Relationships: The incumbent is required to negotiate and maintain a responsive professional relationship with all building customers, including residents and ratepayers, building owners, building professionals, Council solicitors and consulting engineers, statutory authorities such as, State Government Departments, Metropolitan Fire Brigade, Police and State Emergency Service and counterparts in other Municipalities.

KEY RESPONSIBILITY AREAS AND DUTIES

(1) Management

- To lead and manage the provision of the Statutory functions and Building Permit services provided by the unit.
- To supervise relevant staff and contract personnel.
- To manage Building Permit applications to be issued by Yarra Building Services.
- To achieve growth in the number of Building Permit applications issued by Council and the income generated.
- To create an office environment of committed staff focused on the achievement of Council and business unit goals.
- Confer with the Municipal Building Surveyor on a regular basis to review progress, provide monthly performance reports and advice on policy and other matters of significance.
- Prepare reports relating to the Team and Unit to enable growth to be monitored.
- Foster and promote a commitment to customer service responsiveness and excellence.
- Maintenance of proper and accurate Council records pertaining to the Team.
- Ensure employees are aware of Health and Safety requirements and monitor and report on conditions liable to impact on employee safety in accordance with the Occupational Health & Safety Act 1985.
- To plan, prioritise and organise work, both on an individual and team basis, to achieve agreed timeframes in accordance with the Team's KPI's in an environment of change and conflicting demands.
- To initiate and recommend to the Municipal Building Surveyor improvements to building surveying services procedures and techniques.
- To contribute to the strategic directions of the Team and the Unit.
- To manage change in an environment of resource constraint.
- To solve problems through discussion, negotiation and team work.

(2) Business performance

- Utilising skills of business acumen to develop an excellent Building Permit service.
 - To pursue agreed revenue targets.
 - Preparation of the annual Building Permit Team's Business Plan.
 - Provide the MBS forecast revenue figures for the preparation of annual Unit budget.
 - To develop and implement the Building Permit Team's strategic and operational plans for the achievement of financial, quality management, client services and best practice targets.
 - Ensure responsive and accurate processing of Building Permit applications in accordance with the Team's Key Performance Indicators.
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(3) Planning & Policy

- Assist in the development of the Building Service Unit strategic and operational plans.
- Review and streamline the systems and processes of the Building Permit Team to ensure flexible and responsive service delivery that meets client expectations and the Unit's KPI's.
- Initiate and recommend to the Municipal Building Surveyor new or changed policies relating to Building legislative functions.
- Maintain awareness of proposed amendments in building control legislation and advise the Municipal Building Surveyor of their implications for the City of Yarra.

(4) Functional Responsibilities

- Ensure that building legislation is appropriately administered in the City of Yarra.
 - Lead the Building Surveyors to ensure a coordinated response and resolution inspection programme to improve and ensure community safety and regulatory compliance having regards to the risk levels of buildings/structures.
 - As required by the MBS in the MBS absence, act as the MBS.
 - Be the delegate of the MBS under the delegations and authorities granted by the MBS.
 - Coordinate and undertake enforcement and essential safety measures inspections of buildings/structures.
 - Undertake emergency callouts (normal and after hours) and ensure appropriate make safe works/precautions are in place to remove the danger and ensure the safety of the public and occupants as applicable.
 - Co-ordinate the processing and referral of applications for Building Permits.
 - Ensure that plans and specifications for construction, alteration and removal of buildings are in accordance with the Building Act and Building Regulations.
 - Prepare and issue Building Permits for applications lodged with the City of Yarra.
 - Process Building Applications for Council building projects under the Building Act.
 - Appraise and respond to Protection Work Notices served on Council for protection of Council assets.
 - As required represent Council at hearings of the Victorian Building Authority, Building Appeals Board and Magistrate's Court.
 - To undertake inspection of buildings under construction to ensure compliance with approved plans and specifications and relevant building legislation.
 - As required initiate and act upon reports initiated by the Metropolitan Fire and Emergency Services Brigade
 - To initiate inspections of buildings if there is a concern for public safety.
 - Prepare and issue Building Notices and Orders where breaches of the Building Act or unsafe conditions occur.
 - To issue Infringement Notices where appropriate.
 - Provide technical direction to staff, developers and builders on building legislation matters.
 - Develop operating procedures and create policy regarding matters of public safety and protection.
 - Prepare and issue Occupancy Permits and Certificates of Final Inspection.
 - Manage the assessment and processing of applications for Report and Consent under the Building Act and Building Regulations.
 - Assess and determine consent or refusal of Report and Consent applications to Council under the Building Act and Building Regulations. Provide relevant information for the issue of Flood Level Certificates.
 - Provide relevant and accurate information to ensure that Property Information Certificates are issued correctly.
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- Actively manage the workloads of staff within the unit to ensure effective and efficient assessment and issuing of relevant permits in accordance with the Team's KPI and in compliance with building legislation.
- Accurately advise the public on building legislation matters in response to enquiries and complaints.
- Monitor the performance of specialist professional consultants engaged by the Municipal Building Surveyor on behalf of Council and take corrective action where deficiencies are detected.
- Liaise with other authorities, where approval of those authorities is required in relation to Building Act or Building Regulation functions.
- To co-ordinate, direct and actively participate, on a roster basis, in providing an after hour's service to attend dangerous buildings and for the closure and evacuation of buildings as required by the Building Act and where requested by Council's after hours service, the MFB or other emergency services.
- During normal business hours, to attend dangerous buildings and for the closure and evacuation of buildings as required by the Building Act and where requested by the Municipal Building Surveyor.
- To provide high level regulatory advice to the Statutory Compliance Team on matters affecting that Team.
- To analyse and approve submissions relating to partial compliance with the Building Regulations in compliance with and as provided in the Building Regulations.

(5) Human Resource Management

- Manage, develop and motivate the Building Services unit so that the Team operates as a self managing work group.
- Recommend, encourage and approve appropriate training and development for Building Services team members.
- Promote effective lines of communication between staff and management.
- Monitor performance of the Building Surveyors and Building Services Team on an ongoing basis.
- Ensure equal employment opportunity principles and practices are understood and implemented.
- Ensure Occupational Health & Safety principals and practises are understood and implemented.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

(a) Accountability

The position has the following accountability:

- Manage the Building Surveyor(s) within the Building Services unit governed by goals, policies and budgets with a reporting mechanism to ensure goals and budgets are met.
 - Decisions and actions may have a substantial effect on the community unit and on the public perception of the total organisation.
 - To ensure the statutory functions of the Council and the MBS's functions and responsibilities are met as specified under the Building Act and Regulations.
 - Make decisions with respect to the required responses and actions necessary to protect the public and enforce the Building Act regarding illegal and/or dangerous building/structures.
 - Manage and process building certifications and other information in relation to building enforcement provisions as required by the MBS.
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- Manage the building services budget including the recovery of fines and costs imposed by the courts and building legislation.
- Efficiently and effectively direct the day to day operations of the Building Services Team.
- Develop for consideration by the MBS & implement policies and procedures in order to manage the statutory functions of the Building Act
- Make decisions with respect to required response and actions necessary to protect the public and enforce the Building Act regarding illegal Building Work and dangerous buildings
- On behalf of the MBS the position has the responsibility and authority to approve, sign, issue and cancel Building Notices, Building Orders, Emergency Orders, Infringement Notices (Building, & Local Laws) in accordance with the relevant legislation with respect to public safety, illegal building works, statutory compliance.
- Provide professional advice in building regulatory matters, specialist advice to members of the public, specialist information and advice to the MBS on legislative developments.
- Exercise professional judgement and adaptability in identifying and recommending policy options in relation to the Building Services Unit.
- Manage the timeframes of Building Notices and Building Orders to achieve compliance to limit Council's risk, including the reduction of outstanding Notices and Orders.

(b) Extent of Authority

The position has the following extent of authority:

- The position is authorised to take action to meet objectives, budgets constraints, and legislative requirements.
- Fulfil the delegations and authorisations given by the MBS in accordance with the conditions and limitations along with the Building Act.
- Strictly follow the written guidelines, checklists and directions given by the MBS.
- The authority to provide specialist advice to internal and external customers, members of the public and other relevant stakeholders.
- The position has the freedom to act (authority) within the budget and the provisions in the relevant Acts, Regulations, Codes and policies of the organisation and Local Laws.

Safety & Risk

- Ensure the danger is removed/isolated in relation to any dangerous building/structure that involves and emergency order or related order.
 - Role model a safety and risk management culture, and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
 - Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
 - Conduct on-site safety and risk training and inductions.
 - Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
 - Ensure consultation with staff on OH&S issues as early as practicable, and include Safety and Risk in all team meeting agendas.
 - Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and
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Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Role model and assist all employees to embrace the following Sustaining Yarra principles in their day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Role model behaviour which exhibits the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community. Include conversations about living the values in performance development reviews.
 - Teamwork
 - Integrity
 - Respect
 - Accountability
 - Innovation

JUDGEMENT AND DECISION MAKING

- Involved in problem solving, policy development and decision making, where methods, procedures and processes are less well defined.
 - Identify and decide upon appropriate methods, procedures and techniques to solve building legislation problems including problems not previously encountered.
 - Required to contribute to development and adaption of methods, policies, procedures and processes.
 - The incumbent is expected to draw upon experience and professional training, to exercise judgement and adaptability, to evaluate and decide upon appropriate methods, procedures and techniques to solve building control problems, technical administrative and legal, (interpretation and spirit - carrying into effect the Building Act and Regulations) including problems not previously encountered.
 - Apply particular professional skill and care conscious of the substantial effect upon the public perception of the wider organisation, and the safety of the public, property, contractors and employees.
 - The incumbent is required to exercise professional judgement and adaptability in identifying and recommending policy options in relation to the Building Services Unit.
 - Make quantitative and qualitative judgements where provided or required by the Building Act, Building Regulations and Building Code of Australia.
 - Identify & Develop Policy options and procedures for the statutory Compliance Team for consideration by the Municipal Building Surveyor
 - To solve problems by identifying a range of unspecified options before making a choice on the action to be taken.
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- Identify and decide upon appropriate methods, procedures and techniques to solve building legislation problems including problems not previously encountered.

KEY COMPETENCIES

(1) Specialist Skills & Knowledge

- Apply theoretical and scientific approaches to solve new problems and opportunities that are outside original field of specialisation (Finance, Marketing, Sales etc).
- An understanding of the long term goals of the City of Yarra, its values and aspirations including the legal, socio-economic and political context.
- An understanding of the legal implications of the actions of Council, especially in respect to building legislation matters.
- Ability to enforce Building Act and Building Regulation legislation.
- A sound knowledge of budgeting enabling analysis of cost control, financial growth and projections for the Building Permit Team.

(2) Management Skills

- The ability to supervise tertiary qualified building surveying staff and contract personnel with extensive experience.
- The ability to pursue objectives and goals of risk management of all Building Permit applications issued by Yarra Building Services and to achieve business growth in the numbers of permits and income derived from same.
- Skills to take account of organisational and external constraints and opportunities in the achieving of Team and Unit objectives and goals.

(3) Interpersonal Skills

- The ability to persuade, convince and negotiate positive outcomes with a range of people, including other staff, residents, community groups, statutory and government personnel, developers, community interest groups etc. in the administration of building surveying activities.
- Ability to prepare clear and concise technical reports and external correspondence.
- Ability to lead, motivate and develop staff of the Building Permit Team and be an example of leadership to the Unit.
- Highly developed oral and written communication skills.
- Ability to work with minimal supervision individually, and as an active team member, to support and achieve the Team's goals.

QUALIFICATIONS AND EXPERIENCE

- Degree in Building Surveying or other recognised equivalent qualification.
 - Additional studies and or qualifications in the field of performance outcomes, business management, fire engineering or other relevant qualifications.
 - Continuing professional development and training as recognised by the Victorian Building Authority.
 - Registration as a building practitioner in the category of Building Surveyor – Unlimited with the Building Practitioners Board.
 - Extensive experience as a qualified Building Surveyor in a senior position administering Building legislation including experience in a Local Government Building Surveying Office.
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- Proven ability in the successful supervision of Building Surveying team
- Current Drivers Licence.

KEY SELECTION CRITERIA

- Extensive knowledge of and the ability to interpret, apply and enforce building legislation and other relevant legislation.
 - Proven ability to prioritise and manage work demands within time frames, both individually and within a team.
 - Highly effective team and individual motivational skills.
 - Excellent commercial and business acumen with the ability to expand Council's building permit business.
 - Proven commitment in providing and fostering excellent customer service.
 - Proven well developed interpersonal and written communication skills.
 - Competent computer knowledge and skills.
 - Ability to efficiently and effectively resolve difficult complaints and problems of a complex nature.
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