



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

Details

JOB TITLE:	Building Team Lead
REPORTS TO	Group Manager Housing and Business Development
GROUP	Housing and Business Development
DIRECT REPORTS	5-10 (may vary)
FINANCIAL DELEGATIONS	Statutory delegation would apply as approved from Council from time to time
WARRANTS REQUIRED	TBA (optional Building Warrant)
GRADE	

*He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana
With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.*

Purpose

The Housing and Business Development Group seeks to drive the development of housing and business growth within the Horowhenua district covering delivery of the Housing Action Plan and the end-to-end functions of the development process including – Building Consenting, Resource Consenting and Development Engineering.

As the Building Team Lead, although you may not be a Building Advisory Officer, you will be contributing to the group outcomes while leading the building team and providing day to day oversight and management of workload and delivery. Your role will provide ongoing support, development, and training with the Technical Lead to ensure the team objectives are met and competencies are retained and built on. You will also contribute to and assist the Group Leadership Team in auditing, reviewing processes, reporting and implementation of policy and procedures as required.

If you are an experienced building officer this aspect of this role may cover all aspects of processing building consents and inspecting consented work including the support to TA functions when required. Accordingly, there is a combination of inside and outside work, with normal office hours applying. You will be required to make decisions based on technical expertise and experience. The role will involve periods of increased demand for services and the need to juggle competing priorities to meet deadlines.



Skills, Knowledge and Experience

EXPERIENCE	Demonstrated leadership in managing diverse teams, creating a collaborative environment through coaching and mentoring to enhance individual and collective performance. Ideally you will have had experience working in Local Government with an understanding of the Local Government Act, Resource Management Act and Building Act and possess a working knowledge in these areas.
KNOWLEDGE	Demonstrates a sound understanding of Tikanga Māori and Māori values and an appreciation as to how it relates to Council functions and plan and policy development.
LEADERSHIP	The ability to inspire and motivate others with effective communication and emotional intelligence, creating a collaborative environment built on trust and respect. Actively listens, values diverse perspectives, and is committed to coaching and mentoring team members, empowering them for personal and professional growth while driving customer and organisational success.
ACHIEVEMENT	Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations. Displays initiative and is personally driven by successfully completing tasks.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted support person and colleague.
PROBLEM SOLVING	Asks the questions and can think logically to enable problems to be clearly understood. Weighs up options and implications, identified strategies and plans, and is comfortable making recommendations for possible solutions to problems.
COMMUNICATION	Communicates in a clear, confident and articulate manner. Is able to adapt communication style to meet the needs of the audience. Is effective at influencing others. Is able to communicate in a way that builds trust and positive relationships.
IMPLEMENTATION	Is reliable, detail-focused and meticulous within a fast-paced environment. Follows through on plans to ensure they are carried out accordingly.
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies and manages risks.
SELF-INSIGHT	Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
RESILIENCE	Remains calm, composed, and optimistic in stressful or high pressure situations.
TEAMWORK	Supports and collaborates with team members to achieve targets and strives to get the best out of others. Is resourceful with a can-do attitude.
GROWTH MINDSET	Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.





**'You'
Matter**

Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



**Partnerships
Matter**

Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Identify and engage with communities and community groups to encourage involvement in the development of community initiatives and programmes.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council.



**Performance
Matters**

Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.



**Work
Matters**

Leadership of Building Team

Responsible for leading a team, providing coaching, mentoring and development to build their capability as individuals and as a team by ensuring they have the skills and resources necessary to achieve their objectives.

Support the recruitment process and delivery of the on-boarding process.

Work with other leads to ensure the BCA's training needs are identified and individual training plans are created and current.

Assist and support Group Manager Housing and Business and Group Leadership team

One team, work proactively and collaboratively with Group Manager Housing and Business Development and the wider leadership group to provide advice and empower team members to execute tasks to the best of their ability and help to ensure a successful team outcome, end to end.

Seek best practice process and have a positive impact on team outcomes and culture. Understand the business direction, challenges, risks and related issues of the Group so that you can effectively support the delivery of building services.

Working with the wider leadership group where required to develop, and where necessary, change processes to align with legislative requirements, HDC business plans and policy and class leading customer experience.

Working with other leads with activities associated with the accredited BCA and Quality Management System requirements, including participation in accreditation activities.

Working with the wider leadership team to resolve issues and complaints about consented building works – taking joint accountability to resolve as appropriate. Working alongside the wider leadership group to support budgeting and reporting inputs when required.

Ensure any conflicts of interest are recorded and reported for the Building Team including contractors.

Processing and issuing on Building consent applications (if applicable to skills)

Proposed building work is assessed against the requirements of the Building Act 2004 and the New Zealand Building Code. Building consent applications are processed accurately and within legislative requirements and standard procedures. Building consent records are documented accurately with all actions taken. Decisions and reasons for decisions are recorded appropriately. BCA processes are adhered to as outlined in the Quality Management System,



contributing to continuous improvement activities as appropriate. Enquiries from the public relating to building matters are responded to in an accurate and timely manner and accurate records of communications are maintained in Council's databases.

Inspecting and Certifying consented building work(if applicable to skills)

Inspections are completed in a timely manner as scheduled. Accurate, detailed, and clear inspection notes are kept and decisions and reasons for decisions are recorded appropriately. BCA processes are adhered to as outlined in the Quality Management System. Decisions are made in relation to Code Compliance Certificates within statutory timeframes and with clear documentation of the decision and reason for decision.

Assist with the provision of the Territorial Authority functions as required

Complaints issued around building compliance are investigated and the relevant legislation is enforced where appropriate. Complaints are responded to in a timely manner and outcomes are recorded in Council databases. Appropriate remedial and enforcement measures are taken for non-complying matters. Certificates of Acceptance, Certificates for Public Use and applications for discretionary exemptions are processed within relevant timeframes and in accordance with Territorial Authority procedures. Technical advice and assistance is provided to the Territorial Authority as required, also providing support for emergency management response.

Customer Centric

Maintain a customer centric focus, ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.

Council Contribution

Actively and positively participate as a member of the Housing and Business Development team and perform all reasonable duties as needed.

Be a positive culture contributor.

Participate in Emergency Management activities.

Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.





We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

