



### Mahi Tahī

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

### #arohatōmahī

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 Advisory Officer
REPORTS TO	Building Team Lead
GROUP	Housing and Business Development
DIRECT REPORTS	Nil
FINANCIAL DELEGATIONS	Statutory Delegation would apply as approved from Council from time to time
WARRANTS REQUIRED	Warranted as a Building Officer
GRADE	16

*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

This role covers all aspects of processing building consents and inspecting consented work. Accordingly, there is a combination of inside and outside work, with normal office hours applying. The successful applicant will be required to make decisions based on their technical expertise and experience. The role will involve periods of increased pressure due to the volume of work, the need to juggle competing priorities and meet strict deadlines.



## Skills, Knowledge and Experience

EXPERIENCE	Sound working knowledge of the Building Act, Building Regulations, Building Code and inspection/consent process. Competent to process building consents and/or inspect consented works to at least Residential 1 level.
KNOWLEDGE	Sound understanding of local government procedures, protocol and policies. Ability to read and interpret design plans and specifications, including comprehensive knowledge of construction principles and practices
SKILLS	National diploma in building control surveying (or working towards qualification) or other qualification recognised under regulation 18 of the building (accreditation of building consent authorities) regulations 2006.
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.
INTEGRITY	High level of professionalism and confidentiality. Ability to appropriately manage sensitive information Builds trust through actions
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.



## Key Responsibility and Expected Outcomes



**'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**

### Processing and issuing of Building consent applications

Processing and issuing of building consents applications to ensure Council meets its obligations in terms of administering the Building Act, Building Regulations, Building Code and other associated legislation.

Proposed building work is assessed against the requirements of the Building Act 2004 and the New Zealand Building Code.

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.

### Inspecting and certifying consented building work

Inspecting and certifying consented building work to ensure compliance with the Building Act, Building Regulations, Building Code and other associated legislation.

Inspections are completed as scheduled in a timely manner and 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

Complaints and issues around building compliance and are investigated and the relevant legislation is enforced where appropriate.

Technical advice and assistance is provided to the Territorial Authority as required.

### 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 Group 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.

