

# Building Compliance Specialist



Presbyterian Support  
Central

enliven



## Role specification

**Role Title**

Building Compliance Specialist

**Business Unit**

Property

**Location**

Central Office

**Reports to**

Asset Manager

**Direct Reports**

None

## Purpose of the role

The Property Team ensure that Presbyterian Support Central's (PSC) core property functions are well planned and executed professionally and reliably to meet the strategic objectives of the PSC Board.

This role will assist this by ensuring compliance with the requirements of the Building Act 2004 in all of PSC's owned or leased buildings.

Primarily this role will manage and control the Building Warrant of Fitness (BWOFF) process for all the buildings that PSC control that have a BWOFF in place. This is to ensure that all BWOFF certifications are renewed within the mandatory time periods allowed. The role will work directly with the Independent Qualified Persons (IQP) provider to qualify the defect lists provided, engage suitable contractors to remedy the defects, manage the work and then provide evidence of the completed work back to the IQP.

Secondary building compliance functions including managing the Health Safety and Environment (HS&E) compliance documentation for PSC's building contractors, auditing the Rest Home compliance with their Fire Plans, and communicating with the team members in the Rest Homes as to their duties under the Act.



## Organisational overview

PSC's vision is of inclusive communities where people and families are safe, strong and connected. Our caring team is dedicated to providing person-centred, culturally responsive, caring and professional support to people from all walks of life. We are a not-for-profit organisation providing services in Taranaki, Whanganui, Horowhenua, Manawatu, Wairarapa and the greater Wellington region. PSC is one of seven autonomous regional Presbyterian Support organisations. Collectively we are one of Aotearoa New Zealand's largest not-for-profit health and social service providers

PSC's services for Tamariki and their whānau are provided by Family Works, while our services for elders are provided by Enliven. Our Family Works services support children, young people, families and communities who have experienced trauma, family violence, separation, poverty, stress and anxiety, to have a safer and brighter future. Our Enliven services create age-friendly communities where people are happy and thrive, regardless of their age or ability. Our homes and villages are places where older people have companionship, choice, variety, fun, meaningful activity and a sense of purpose.

PSC is a charity incorporated under the Charitable Trusts Act 1957. While we operate as a separate entity to the Presbyterian Church, our name is a celebration of our beginnings, our heritage and the values we share.

## Key Accountabilities

### Building Warrant of Fitness Process

- Receive defect reports from the IQP provider, review and validate the identified defects
- Review and confirm pricing where quotes for the remedial work have been provided
- Scope the required remedial work and allocate work packets to the appropriate sub-contractors
- Manage the completion of the work packets with each contractor
- Collate photographic and supporting evidence of the rectified defects and submit the documentation to the IQP provider for verification
- Liaise with the IQP provider to ensure that the re-certification document is received by the Rest Home within the mandated time periods.
- Monitor and manage the B-Rad and S-Rad interim certificates to ensure the outstanding work is completed and verified on time.
- Identify opportunities to improve the BWOF recertification process to streamline the workflow and reduce costs.



### **Contractor Health Safety, and Wellbeing**

- Manage the annual process for collecting the HS&E documentation from all PSC property contractors
- Ensure this documentation is current and compliant. These include:
  - the Contractors HS&E policies and procedures
  - the PSC Health and Safety Agreement
  - the Contractor Health and Safety Questionnaire
- Ensure all property contractors working in PSC facilities have completed the required PSC generic site induction
- Maintain and update the Rest Home's Visitor Sign-in system to ensure property related site-specific hazards are clearly communicated to contractors and visitors where required

### **General**

- To undertake duties as required by the Asset Manager

### **Health, safety and wellbeing**

- Support organisational health, safety and wellbeing initiatives
- Support a culture of wellbeing at PSC
- Role model good health and safety practice and behaviours
- Report all hazards, incidents, accidents and near misses
- Support managers and the organisation in remaining compliant to health and safety legislation



## Core Competencies



### Customer Service

- Strives to provide excellent customer service across the business. Is visible, accessible and approachable to management and staff – meets with people across the business and in different locations
- Actively seeks input from clients and key stakeholders to identify their unique business needs, goals, opportunities and risks
- Is responsive to client requests and queries, attends promptly to any concerns and resolves these where at all possible
- Aware of what sites and clients are saying - listens to and understands their needs
- Ensures that client expectations are managed, and delivery capability clearly communicated.



### Communication

- Practices active and attentive listening
- Explains information and gives instructions in clear and simple terms
- Willingly answers questions and concerns raised by others
- Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged
- Is confident and appropriately assertive in dealing with others
- Deals effectively with conflict.



### Relationship Management

- Actively attempts to identify client's unique business needs, goals, opportunities and risks
- Actively seeks input from clients and key stakeholders to ascertain needs
- Demonstrates thoughtfulness, courtesy, openness and respect for the organisation's clients and employees. Gains trust and confidence
- Establishes and sustains positive working relationships with people at all levels. This includes the development of networks, promoting the organisation's brand and purpose and seeking new ideas
- Fosters an open, collective, mutually beneficial and co-operative culture within the wider organisation
- Ensures that client expectations are met and delivery capability clearly communicated
- Attends promptly any client concerns and resolves these where at all possible.





### **Taking Responsibility**

- Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected
- Adjusts work style and approach to fit in with requirements
- Perseveres with tasks and achieves objectives despite obstacles
- Is flexible in thinking and open to changes affecting role and condition
- Is reliable - does what one says one will
- Consistently performs tasks correctly - following PSC, Family Works and Enliven policy and procedures and protocols.



### **Teamwork**

- Develops constructive professional working relationships
- Has an open positive manner
- Is visible, accessible and approachable to management and staff – meets people across the business in different locations
- Works cooperatively - willingly sharing knowledge and expertise with colleagues
- Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments
- Supports in word and action, decisions that have been made by the organisation
- Understands the impact of own role, and how that directly or indirectly supports the work of wider team and organisation.



### **Quality and Innovation**

- Sets high standards for self
- Constantly looks for innovative ways to achieve greater levels of efficiency, cost-effectiveness and growth
- Provides quality service to those who rely on one's work
- Looks for ways to improve work processes - suggests new ideas and approaches
- Explores and trials ideas and suggestions for improvement made by others
- Shows commitment to continuous learning and performance development.



## Person Specification

### Knowledge and Experience

- Significant facility management experience essential
- Knowledge of the Building Act 2004 and the BWOF process an advantage
- Experience in building fire safety related systems ideal, but not necessary
- Experience in planning and organising a regular maintenance programme an advantage
- Demonstrated and proven successful experience in management of multiple sub-trades over multiple sites essential
- Ability to work with Excel essential
- Knowledge of fire codes and relevant building codes an advantage

### Other:

- The ability to regularly travel throughout Central region (Wellington to New Plymouth)

## Te Tiriti o Waitangi

Presbyterian Support Central honours te Tiriti o Waitangi, accords value to te ao Māori (the Māori world), supports kaitiakitanga (guardianship) and is responsive to the needs of Māori.

All staff are encouraged to celebrate cultural diversity in the workplace. This is about respect, engagement, and honouring all people while at the same time acknowledging the unique role of Māori as Tangata Whenua.

## Position Description

*The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.*

