



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 – Technical Lead |
| REPORTS TO | Building Team Lead |
| GROUP | Housing and Business Development |
| DIRECT REPORTS | Nil |
| FINANACIAL DELEGATIONS | Statutory delegation would apply as approved by Council. |
| WARRANTS REQUIRED | Warranted as a Building Advisory Officer & TA Building Compliance Officer |
| SP10 GRADE | 18 |

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 primary purpose of this role covers all aspects of processing building consents and inspecting consented work throughout the Horowhenua District in alignment with the Council's obligations under the Building Act, Building regulations, Building Code, and associated statutes.

Additionally, a key aspect of this position is to provide technical support and leadership by ensuring consents and inspections are assigned to officers based on their level of technical competency, continuous team development by facilitating comprehensive technical inductions and training plans, with ongoing monitoring to optimize staff potential. Continuous maintenance of personal competencies and knowledge is essential for effective execution of these responsibilities.

This role requires ability to make timely decisions based on technical expertise and experience and the need to juggle competing priorities due to fluctuations in the volume of work and the requirement to meet strict deadlines.



Skills, Knowledge and Experience

| | |
|-------------------|--|
| QUALIFICATIONS | National Diploma in Building Control Surveying or other appropriately recognised Regulation 18 qualification. |
| EXPERIENCE | Competent to process and certify building consents and inspect consented works to Residential 3 and Commercial 3 levels. Demonstrated technical leadership and a current and valid, full New Zealand Driver license. |
| KNOWLEDGE | <p>Strong working knowledge and understanding of the Building Act 2004, Building Regulations, Building Code and inspection/consent process as well as a understanding of the Local Government Act 2002 and Resource Management Act 1991.</p> <p>Ability to read and interpret design plans and specifications, including comprehensive knowledge of construction principles and practices.</p> <p>Demonstrates a good understanding of Tikanga Māori and Māori values and an appreciation as to how it relates to Council functions. Has obtained expertise in MS Word, Excel, PowerPoint and other database and information management systems.</p> |
| SKILLS | Excellent computer skills and proficient in Microsoft office/365, particularly Word and Excel. |
| ACHIEVEMENT | Demonstrates a strong focus on high performance and personal achievement. Brings a solutions focused approach to getting positive outcomes and is willing to go above and beyond to exceed expectations. |
| RELATIONSHIPS | Ability to build strong working relationships both internally and externally and become a trusted advisor to the and colleague. |
| PROBLEM SOLVING | Asks questions and can think logically to enable problems to be clearly understood. Weighs up options and implications, identifies strategies and plans, and is comfortable making recommendations for possible solutions to problems. |
| COMMUNICATION | Excellent written and oral communication skills. Ability to analyse and communicate complex planning Issues. Communication is clear, confident and effective at engaging with and influencing others. Outstanding interpersonal and relationship skills. |
| IMPLEMENTATION | Is reliable, detail-focused and professional knowledge is up to date. Matters are resolved at the first point of contact wherever possible. Questions and concerns are handled effectively and efficiently. Excellent time management skills and experience. |
| STRATEGIC AGILITY | Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed 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 | Collaborates and supports team members to achieve their targets and bring out the best in those involved. |
| 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.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council. Internally, with Senior Management and team members from across Council, to ensure project planning is aligned with Council's services and strategic planning, externally with the public, contractors and consultants engaged for in projects and liaise with stakeholders as required on behalf of Council.



**Performance
Matters**

Job Execution

Consistently deliver high-quality work while maintaining a positive and professional attitude. At times the way in which work is undertaken will count just as much as the output.

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 of Building Consent Applications

The processing of building consent applications is a critical function to uphold the Council's obligations under the Building Act, Building regulations, Building Code, and associated statutes.

Consents are meticulously handled to ensure compliance with legislative requirements and standard procedures, with all actions meticulously documented. Adherence to the Quality Management System guarantees compliance with Building Consent Authority processes.

Additionally, public inquiries concerning building matters receive accurate and timely responses, with detailed records maintained in Council databases to ensure transparency and accountability.

Inspections of Consented Work

Inspections of consented work throughout the district are conducted to ensure compliance with the Building Act, Building regulations, Building Code, and associated statutes. These inspections are executed promptly and according to schedule, with meticulous documentation of accurate, detailed, and clear inspection notes. Adherence to Building Consent Authority processes outlined in the Quality Management System further ensures thoroughness and consistency in inspection procedures.

Provide Technical Leadership

Consents and inspections are strategically assigned to officers to uphold the requirements of regulation 9, ensuring work aligns with the category level of technical competency as determined by the Building Categorisation system.

New staff receive comprehensive technical inductions and training plans to facilitate their development, with ongoing monitoring to comply with regulation 11 and optimize staff potential.

Peer reviews are conducted on supervised work as necessary. Team efforts are coordinated to meet the timeframes outlined in the Building Act 2004 and Council's Key Performance Indicators. Technical leadership is provided to ensure compliance with regulation 13.

Personal competencies and knowledge of relevant legislation, case law, building code, compliance documents, and building products are continuously maintained.

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 Community Infrastructure 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.

