



**POSITION DESCRIPTION  
BUILDING CONTROL TEAM LEADER**

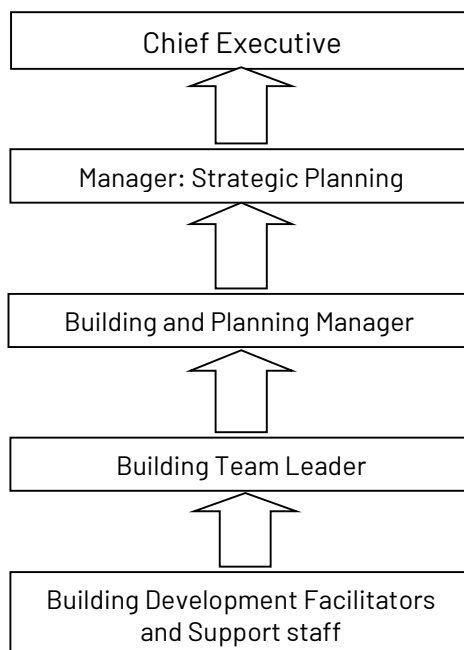
<b>Reports to</b>	Planning & Building Manager
<b>Location</b>	Masterton District Council
<b>Vision</b>	Masterton District Council to build and maintain a reputation for providing superb service and excellent community support.
<b>Values</b>	<b>A</b> - Accountability <b>C</b> - Creativity <b>T</b> - Teamwork <b>I</b> - Integrity <b>O</b> - Open communication <b>N</b> - No excuses <b>S</b> - Service
<b>Treaty of Waitangi</b>	Masterton District Council is committed to the principles of the Treaty of Waitangi, particularly those of partnership, participation and pro-active protection, and recognises Tikanga Maori values as being the key to Māori outcomes that are appropriate, accessible and affordable. There is an expectation that the principles will be applied in a measured and reasonable manner.
<b>Recruitment salary range</b>	TBC

**Position overview**

<b>Primary function of Building team</b>	<p>The primary <b>tasks and activities</b> of the Building Team are to:</p> <ul style="list-style-type: none"> <li>• Process building consent applications to determine if the proposed work will comply with the New Zealand Building Code/Act</li> <li>• Undertake inspection work to ensure work is completed as per the approved building consent</li> <li>• Respond to customer enquiries</li> <li>• Investigate building related complaints and correspond with relevant people to achieve an appropriate outcome</li> <li>• Issue building consents, Code compliance certificates Notices to fix, compliance schedules and other documentation as required by the Building Act</li> <li>• Provide relevant reporting and statistical analysis</li> <li>• Administer building warrant of fitness and pool barrier inspections</li> <li>• Comply with the BCA quality assurance manual</li> </ul>
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<b>Primary function of position</b>	<ul style="list-style-type: none"> <li>Responsible and accountable for the delivery of the Building team's programme of work.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>The provision of day-to-day operational management of the team of professional Building Development Facilitators and Building Development support staff so that they deliver on job specific responsibilities</li> <li>Actively participate in leadership team decision making and support their peers, Department Managers and Strategic Leadership Team members to ensure that they and the Council are successful.</li> <li>Ensure that the team provides an efficient, effective service to its customers (both external and internal) in order to achieve Council's levels of service, cost effectively and in a sustainable manner.</li> <li>A role model for attitudes and behaviours that support achieving the Council purpose and KPIs</li> </ul>
<b>Budget</b>	Financial delegations as per the delegations register

### Council structure/reporting lines



### Key relationships

<b>Direct reports</b>	Building Development Facilitators Building and Planning Support	
<b>Others</b>	<u>Internal</u> Planning team Planning & Building Manager Manager Strategic Planning	<u>External</u> Members of our community Property Owners IQP's Developers/Investors

		Builders/plumbers/drainlayers/gasfitter FENZ Consultants Contractors Engineers Architects/designers BRANZ IANZ MBIE
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**Accountabilities**

KEY RESULT AREAS	EXPECTED OUTCOMES
<b>Team leadership</b>	<ul style="list-style-type: none"> <li>Continually demonstrate enthusiasm for the organisation's purpose that inspires others to achieve goals and lead staff towards high performance.</li> <li>Lead a successful team based on shared vision, sound decision making, open and honest communication, effective guidance and delegation, professional integrity, empowerment of staff, coordinated approach, continual improvement and robust processes.</li> </ul>
	<ul style="list-style-type: none"> <li>Proactively maintain and develop business processes.</li> <li>Prioritise and monitor workloads and projects.</li> <li>Provide policy, and performance advice to the Planning &amp; Building Manager.</li> </ul>
<b>Provision of responsive service to facilitate building development</b>	<ul style="list-style-type: none"> <li>Current knowledge of building and related industry legislation and best practice.</li> <li>Responses are provided in a professional and timely manner that enhances Council's reputation in the local building community.</li> </ul>
<b>Relationship and stakeholder management</b>	<ul style="list-style-type: none"> <li>Professional responsiveness that enhances Councils' reputation is displayed in all interactions with customers.</li> <li>Excellent communication and interpersonal skills are used to appropriately influence customer expectations and outcomes.</li> </ul>
<b>Effective teamwork that delivers quality service</b>	<ul style="list-style-type: none"> <li>Effective planning and prioritisation of workloads as a team to ensure work is delivered within required timeframes, and to agreed service standards.</li> <li>Work is coordinated within the team to maximise and ensure best use of resources.</li> <li>Collaboration within the team allows sharing of knowledge to resolve technically complex issues.</li> <li>Opportunities for continuous improvement in service, processes and systems are identified to enhance service delivery and team effectiveness.</li> </ul>

<b>Building development activities that fulfil legislative obligations</b>	<ul style="list-style-type: none"> <li>• Ensuring that Council meets its obligations in terms of administering the Building Act, Building Regulations, Building Code and other associated statutes.</li> <li>• Ensuring that building consents approved by Council are to a standard which ensures the building is safe, sanitary and fit for purpose.</li> <li>• Providing land and building owners, tradespeople and members of the public with helpful and quality advice on Building Warrants of Fitness, swimming pools and earthquake prone building matters.</li> <li>• Monitoring building safety and compliance within the District and investigating compliance issues and recommending appropriate actions in the light of Councils Compliance, Enforcement and Prosecutions Policy.</li> <li>• Contributing to the Council's accreditation and operation as a building consent authority.</li> </ul>
<b>Health, Safety and Risk</b>	<ul style="list-style-type: none"> <li>• Ensure your own safety and that of others.</li> <li>• Comply with policies, procedures and safe systems of work.</li> <li>• Report all incidents/accidents, including near misses, in a timely fashion.</li> <li>• Actively participates in the hazard management and identification process.</li> <li>• Escalate risk as per the Risk Management Policy.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Participate in, and lead, projects as required by the Planning &amp; Building Manager.</li> <li>• Any other relevant tasks as required by the Planning &amp; Building Manager.</li> </ul>
<b>To act within legal boundaries and the Masterton District Council policies</b>	<ul style="list-style-type: none"> <li>• Ensure that all records are maintained accurately and in accordance with legislation and Masterton District Council policy.</li> <li>• Provide appropriate information in accordance with the Privacy Act, other relevant legislation and Masterton District Council policy.</li> </ul>

**Person Specification**

<b>Education, knowledge and qualifications</b>	<p>Proven experience in the building or design or related industry and a professional qualification in the building industry. At a minimum level of one or more of the following is required:</p> <ul style="list-style-type: none"> <li>• Craftsman Plumber and Registered Drainlayer</li> <li>• Advanced Trade Certificate in Building</li> <li>• Similar trade or design qualifications</li> </ul> <p>In addition, have or be working towards the following:</p>
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	<ul style="list-style-type: none"> <li>• National Dip in Building Control Surveying (Small Buildings)</li> <li>• National Dip in Building Control Surveying (Medium and Large Buildings)</li> <li>• Diploma in Building Surveying</li> <li>• Diploma in Construction Management</li> <li>• Diploma in Construction</li> <li>• Diploma in Quantity Surveying</li> <li>• Diploma in Architectural Drafting</li> <li>• Diploma in Architectural Technology</li> <li>• Bachelor of Applied Technology – Building</li> <li>• Bachelor of Architecture</li> <li>• Bachelor of Architectural Studies</li> <li>• Bachelor of Building Science</li> <li>• Bachelor of Construction (Construction Management and Construction Economics)</li> <li>• Bachelor of Engineering</li> </ul>
<b>Key Job Competencies</b>	<ul style="list-style-type: none"> <li>• Good practical management/leadership skills and people skills.</li> <li>• Leadership qualities – provides direction with minimal delay, delegates where appropriate; acts professionally; self-starter; good listener.</li> <li>• High level of communication and relationship management skills.</li> <li>• Strong personal prioritisation and time management skills.</li> <li>• Be a strong verbal and written communicator who can adapt style and delivery to maximise relationships for positive outcomes.</li> <li>• Be able to work collaboratively to ensure service delivery is achieved across the team.</li> <li>• Be comfortable working within set timeframes, whilst focusing on delivering quality service.</li> <li>• Have established technical competency to undertake a technical role as defined in the National competency assessment system Res1-3 and com1-3 or a willingness to be trained to achieve relevant competency</li> </ul>

**Powers, limitations and administrative authorities**

As a warranted/authorized officer of Masterton district Council you will exercise those powers appropriately and consistently with Council delegations register and the Building Act 2004.

**Powers, limitations and administrative authorities**

An initial review of performance will be conducted after three months, with a performance development planning session annually thereafter. This is in the context of regular discussions and a 'no surprises' annual review.

**Acceptance**

Acceptance of the position implies acceptance of the position description:

<b>Position Title</b>	Building ControlTeam Leader
<b>Signature of Employee</b>	
<b>Date</b>	