

Kingborough Council Information Package for Applicants



Position: Building Compliance Officer, Position Number 000033

Employment Status: Ongoing, Full Time

Department: Building and Plumbing Unit, Development Services

Contact: Andy D'Crus, Coordinator Building and Plumbing on 03 6211 8200

Applications Close: 4pm on Monday 11 July 2022



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. Kingborough's population is currently estimated at 39,000 and it is expected to exceed 40,000 by 2023. The strong growth in population is reflected through the significant number of housing approvals in the municipality over the last 10 years. On average, Council approves more than 200 new dwellings per year.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 19,000 rateable properties and the Council has an estimated consolidated income of approximately \$44M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, environment and infrastructure, and recreational and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, and an extensive network of sporting grounds, natural assets and reserves, local halls, and community facilities.

Council is implementing two major development projects, Kingston Park and Transform Kingston, for the revitalisation of the central business district in Kingston. Kingston Park is an 11-hectare Council owned property that is being developed in accordance with a master plan that provides for a mix of commercial and residential uses, together with public open space, and community and cultural facilities. At the heart of Kingston Park is the Kingborough Community Hub and the recently opened Kingston Park playground that draws on the natural Tasmanian environment, Aboriginal history and way of life.

Position Advertisement

Building Compliance Officer

As Building Compliance Officer, you will be responsible for undertaking site inspections, investigations involving unauthorised building works and technical and administrative tasks associated with building compliance.

The role requires previous experience in a regulatory building environment, together with knowledge of the *Building Act 2016 (Tas)*, the National Construction Code and relevant building standards. The capacity to hold a licence as a Building Services Provider to perform the statutory functions of a Permit Authority is essential.

The role is full time with a salary in the range of \$79,963 to \$88,350 per annum, plus 12.5% employer superannuation contribution. For more information, please contact Andy D'Crus, Coordinator Building and Plumbing on 03 6211 8200.

How to apply: A copy of the position description for this vacancy and information detailing requirements for applications are available on Council's website www.kingborough.tas.gov.au. All applications must include a document addressing the selection criteria and a current resume.

Applications close at **4pm on Monday 11 July 2022** and can be submitted online through the Employment Portal on Council's website.

Selection Criteria

Building Compliance Officer

Please provide a written statement which addresses the selection criteria in your application.

Essential

1. Relevant experience in a regulatory building environment with demonstrated ability to understand the *Building Act 2016 (Tas)* and National Construction Code.
2. Sound knowledge of the *Building Act 2016 (Tas)*, associated regulations, Codes, Australian Standards and contemporary building issues and techniques.
3. Ability to formulate sound and decisive technical recommendations and a good understanding of the development assessment process.
4. Well-developed written and verbal communication skills along with sound computer skills using Microsoft applications and relevant local government software.
5. Competent organisational skills and demonstrated capacity to manage competing demands and meet tight deadlines.
6. The ability to work effectively as part of a small professional team.

Licences and Qualifications

7. The ability to be granted and to maintain a licence issued by the Consumer Building and Occupational Services as a Building Services Provider to perform the statutory functions of a Permit Authority under the *Building Act 2016 (Tas)*.
8. Diploma of Building Surveying and Certificate Level IV in Statutory Investigations (or similar qualification).
9. White Card (Working Safely in the Construction Industry).
10. Current driver's licence.

Desirable

11. Knowledge of local government operations in a Permit Authority or Building Surveying environment.

Position Description

BUILDING COMPLIANCE OFFICER

POSITION DETAILS

Position No.	000033	Department	Development Services
Employment Status	Ongoing full time	Location	Civic Centre
Unit	Building and Plumbing	Classification	Technical/Inspectorial Officer, Level 5

POSITION OBJECTIVE

This position is responsible for:

1. Providing technical support for Council's Building Permit services.
2. Conducting building compliance investigations as required.
3. Providing advice to the public and registered building practitioners in accordance with Departmental protocols.
4. Meeting the requirements of a licenced Permit Authority under the *Building Act 2016 (Tas)*.

KEY FUNCTIONS AND RESPONSIBILITIES

Permit Authority Duties

- a) Maintain a current Permit Authority licence with the Tasmanian Justice Department.
- b) Review applications, plans and specifications and conduct inspections for strata applications and issue Building Certificates.
- c) Investigate potential breaches of the Building Act 2016.
- d) Prepare Investigation reports, enforcement action recommendation briefs, Building Notices and Building Orders for regulatory investigations associated with potential breaches of the Building Act 2016.
- e) As required, appear as witness in court for Council in building compliance related matters.
- f) Where appropriate liaise with relevant Government Authorities and Statutory Bodies regarding regulatory building related matters.
- g) Provide technical advice for the Coordinator of Building and Plumbing in technical building related matters.

Administration Duties:

- a) Assist with the assessment of building applications and issue of building permits and building notification documentation.
- b) Record inspection results and relevant data into Council's applications management system.
- c) Prepare relevant Building Completion Certificates and Notices in accordance with the Building Act 2016
- d) Section 337 responses – review Administration Officer responses to Building 337s to maintain accuracy of information provided in the 337 responses.
- e) Monitor Building 337's to ensure they are completed in a timely manner and complete Building 337's when Administration Officers are offline.

Customer Service Duties:

- a) Provide technical information and advice to customers relating to the Building Act 2016.
 - b) Prepare relevant correspondence to customers in accordance with Council's policies and statutory requirements.
 - c) Assist with customer service enquiries for the Building & Plumbing Unit.
- **Other duties** as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level provide specialist technical and professional advice within the scope of the role. Employees are involved in the assessment of complex tasks with discretionary decision making.

Judgment and problem solving: Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position mostly works closely with other members of the Development Services Department.
2. **External** - Government agencies, members of the public, consultants, developers, builders, clients/applicants.
3. **Direct Reports** - This role reports to the Coordinator Building and Plumbing and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Relevant experience in a regulatory building environment with demonstrated ability to understand the *Building Act 2016* and National Construction Code.
- Sound knowledge of the *Building Act 2016*, associated regulations, Codes, Australian Standards and contemporary building issues and techniques.
- Ability to formulate sound and decisive technical recommendations and a good understanding of the development assessment process.
- Well-developed written and verbal communication skills along with sound computer skills using Microsoft applications and relevant local government software.
- Competent organisational skills and demonstrated capacity to manage competing demands and meet tight deadlines.
- The ability to work effectively as part of a small professional team.

Licences and Qualifications

- The ability to be granted and to maintain a licence issued by the Consumer Building and Occupational Services as a Building Services Provider to perform the statutory functions of a Permit Authority under the Building Act 2016.
- Diploma of Building Surveying and Certificate Level IV in Statutory Investigations (or similar qualification).
- White Card (Working Safely in the Construction Industry).
- Current driver's licence.

Desirable

- Knowledge of local government operations in a Permit Authority or Building Surveying environment.

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Include any relevant information in relation to each of the Selection Criteria and attach supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You must forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you are seeking the position with the Council.
- A written statement addressing each of the Selection Criteria for the position.
- A current copy of your resume.

Please note that a National Police check will be required for this position.

How to apply:

- Your application should be addressed “**Confidential Job Application – Building Compliance Officer, Position Number 000033**” and submitted online through the Employment Portal on Council’s website at www.kingborough.tas.gov.au.
- **Applications close at 4pm on Monday 11 July 2022.**

Thank you for your interest in employment with the Kingborough Council.

Employee Entitlements and Benefits

Code of Conduct

The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website.

Employment Provisions

The employment provisions for this position are in accordance with the *Kingborough Council Enterprise Agreement No 9 of 2017* or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au

Classification and Salary:

This position is classified under the Enterprise Agreement as Technical/Inspectorial Officer Level 5, based on skills and experience.

Hours of Work:

The position is offered on a full-time basis (38 ordinary hours per week). For full time employees, a rostered day off on a 19 day per four-week cycle arrangement is also offered.

Superannuation

Council meets the requirements of the *Superannuation Guarantee Act* and currently contributes 12.5% as the employer superannuation contribution in accordance with the provisions of the Enterprise Agreement.

Leave

Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service and the period of service is transferable

between Tasmanian Councils.

Our employees may also purchase an additional two week's annual leave.

Paid parental leave entitlements are available – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.

Paid leave is also available for employees involved in voluntary emergency services and for staff experiencing family violence.

Employment Checks

To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position.

Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.

The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccinations for this position include tetanus).

Health and Wellbeing

Council supports and encourages an active and healthy work environment and offers a workplace health and wellbeing program. The

	<p>program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.</p> <p>Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.</p>
Relocation Costs	<p>Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.</p>
Uniform and PPE	<p>Council supplies personal protective equipment and uniform items to operational employees, as well as those employees working in inspectorial positions.</p> <p>An annual uniform allowance for the purchase of the NNT uniforms local government range is also available to office-based staff. Information is available at https://www.nnt.com.au/local-government</p>
Other Employee Benefits	<p>Our employees have access to discounted health insurance options through St Luke’s Health and the Local Government Employees Health Plan.</p> <p>Council employees can arrange for a novated lease for a personal vehicle through Maxxia.</p> <p><i>LGAT Assist</i> also provide low interest loans to Local Government employees who are employed on an ongoing (permanent) basis.</p>
Work Health and Safety	<p>Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies</p>

and practices to support the *Work Health and Safety Act 2012*, Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work. It is recommended that employees undertaking field inspections have a current tetanus immunisation.

Induction

All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.

HR information

For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.