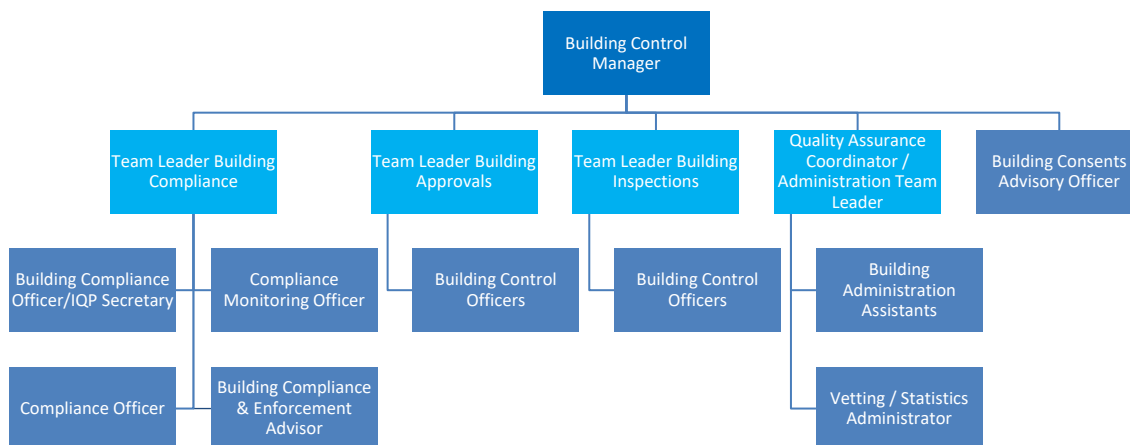


Position Description: Team Leader Building Inspections

Business Group	Environmental Services
Reports To	Building Control Manager
Direct Reports	6
Date	July 2022
Budget Responsibility	nil
Financial Delegation	nil

Business Group Structure



Business Group Purpose

The Timaru District Council Environmental Services Group is responsible for ensuring our district is a healthy and safe place to live. This encompasses the effective management and regulation of the districts Building, Planning, Health, Licensing, Animal Control, Parking and Bylaws functions.

The Building Unit is responsible for performing all regulatory functions relating to the Building Act 2004, regulations and other related legislation

Purpose of the Position

The Team Leader Building Inspections is primarily responsible for the inspections of building consents. This role is also responsible for the general requirements and functions of the Building Consent Authority (BCA) and the Territorial Authority (TA), so they are implemented and managed efficiently, effectively and appropriately in accordance with the Building Act 2004 and regulations.

This position is also responsible for providing “Technical Leadership” within the unit as identified within the delegations register and the competency skills matrix.

This position will also provide leadership and guidance to the technical team members, ensuring a high level of customer satisfaction of all technical (inspections and approvals) requirements that achieve and provide support to other Team Leaders within the Building Unit and the Building Control Manager.

The role communicates company goals, safety practices, and priorities to foster high quality and effective service that is responsive to community and Council needs with a focus on continuous improvement.

Key Relationships / Customers

External	Internal
Members of the public	Building Control Manager
Building owners	Building Unit
Building industry professionals	Environmental Services Group
Consultants, Building Consent applicants, contractors and consultants	All TDC Staff
Equivalent roles with other BCA's	

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so, in consultation with you and agreed by you and the Building Control Manager.

Inspections

- Oversee building consent inspections are carried out in accordance with the requirements of the Building Consent, Building Act 2004 and the New Zealand Building Code.
- Actively engage in and oversee the use of the Building Control Authority Quality Assurance Manual, that it is adhered to and complied with.
- Oversee compliance with and enforcement of any inspection related legislative matters, consistent with the position, the Building Act 2004 and policy and procedures.
- To actively engage in the inspections and approvals (processing) of building consents as required.
- Provide input into the development of newsletter items or any other industry or internal communication developed by the Building Unit.
- Provide support and guidance to the local building industry.
- Carry out discretionary powers permitted by legislation and delegation that may require investigation, interpretation and or assessment of buildings or building work including enforcement of those powers.
- Assist the Manager and other team members in meeting Council objectives.
- Identify any organisational problems and to recommend an appropriate response to the Building Control Manager.
- Identify and implement improvements to work processes (business excellence).
- Supports process improvements and resource optimization.
- Generate and suggest ideas to contribute to unit cost saving strategies and execute initiatives.

Leadership

- Conduct regular team meetings and providing leadership and guidance for all team members to develop a great working environment.
- Take a lead role in staff performance and their development through regular feedback and coaching conversations, including the performance appraisal system.

- Enhanced awareness and knowledge of methods and techniques used by TDC to gain insight, plan, and make decisions.
- Provide support to other team leaders and attend regular team leader meetings.
- Effectively convey vision, ideas, goals and issues.
- Actively assist with the supervision, training and development of technical team members to meet legislative requirements and achieve performance goals.
- Promote team work, inter-department co-operation and knowledge sharing.
- Works with team to develop technical solutions to new or highly complex problems.
- Assist with the Interviewing of potential staff for the Technical Team.
- Quickly and effectively addresses road-blocks, issues or problems.

Customer Experience

- Be a skilled communicator, both written and verbal with the ability to relate complex issues for a wide variety of stakeholders.
- Provide excellent, accurate and prompt customer service to record and follow up on customer enquiries. Adhere to Council and BCA's customer service policy and procedures.
- Respond professionally to all types of enquires relating to applications, approvals, investigations and resolving property related building complaints.
- Respond to customer needs in relation to technical advice. Providing support to other positions in Council, which are involved in customer service response.

Relationship Management

- Liaise with key building personnel including other council units, to progress building consent and compliance applications.
- To assist with providing updates to colleagues of industry changes.
- Ensure a high level of communication is effectively maintained within the team, organisation and all external and internal customers.

Information Management

- Appropriately record all relevant information relating to the consent, compliance and inspection processes to ensure it meets legislative requirements to reduce unnecessary risk to Council.
- Accurately maintain professional development logs as and when required.

Risk Management

- Ensure risk assessment is completed for all sites before entering.
- Report any risks identified to the Building Control Manager immediately.
- Follow all Council processes and policies to minimise risk.
- Ensure all legal obligations are complied with.

Health, Safety and Wellbeing

- Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
- To be actively involved in Civil Defence Emergency Management when required.

Other

- Actively engage in setting own goals and objectives.
- Assist with other duties as reasonably required by the Building Control Manager and in consultation with you.
- Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
- To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations vision, values and above the line behaviours.
- Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	NZQA Level 5 Diploma in Building Control Surveying or equivalent proven experience within the building industry.
Desired Qualification	NZQA Level 6 Diploma in Building Surveying or equivalent proven experience within the building regulatory environment, building industry or business management training.
Minimum Experience	3 years' experience within building regulation or building industry.
Desired Experience	5 years' experience within building regulation or building industry.

Key Competencies / Skills / Knowledge

- Ability to lead and develop team to fully utilise skill and technical capacity, to achieve individual, unit and organisational goals.
- Be able and prepared to adjust to change as legislation requires and evolve as needed.
- Ability to give and receive constructive feedback.
- Ability to problem solve and self-manage with a strong commitment to completing tasks.
- Actively engage in the best and most efficient way to achieve the desired outcome.
- A strong communicator including written and verbal skills, with well-developed people skills to enable you to work effectively with a wide range of customers.
- Good literacy and numeracy skills.
- Ability to demonstrate empathy with customers whilst ensuring compliance is achieved.
- Committed to being a team player.
- Willingness to develop, improve and implement processes and procedures.
- Ability to encourage a culture of highly engaged and motivated staff to achieve organisational goals.
- Continuing education to maintain a high level of technical skills necessary to achieve the primary objectives.

- Provide a level of ownership and accountability for the customer experience within the building control function.
- Excellent working knowledge of the Building Control function/s
- Ability to interpret and comply with legislative requirements.
- Competent computer skills in the Microsoft Windows environment and knowledge of Excel.
- High level of honesty, integrity, confidentiality and a trustworthy manner
- A wide range of multi-functional technical skills based on a solid legislative knowledge.
- Ability to advise on complex technical issues for a wide variety of customers.
- Hold and maintain a current and full New Zealand drivers licence.

Jayson Ellis
Building Control Manager

Team Leader Building Inspections

Date