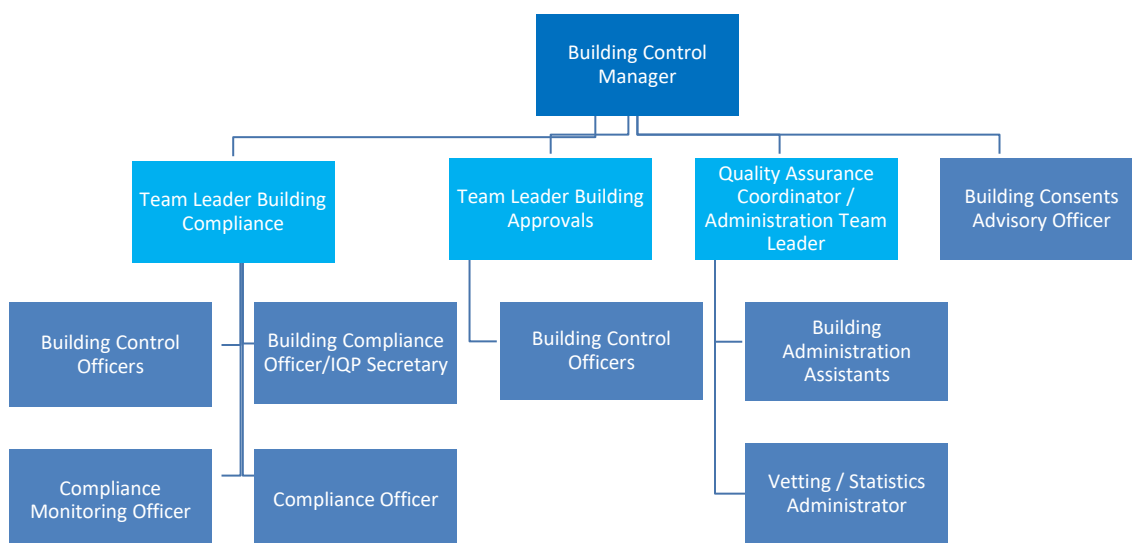


Position Description: Building Administration Assistant

Business Group	Environmental Services
Reports To	Quality Assurance Coordinator / Administration Team Leader
Direct Reports	Nil
Date	June 2023
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 purpose of the Building Administration Assistant is to provide efficient and effective administrative support to the Building Control Unit. The role ensures a high level of customer satisfaction of the overall consent process is achieved and provide support to other Team Leaders within the Building Unit and the Building Control Manager.

The Building Administration Assistant is responsible for maintaining and the ongoing development of administration support. The position will maintain administration manuals, ensuring consistency with legislative requirements, policies and procedures.

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
Contractors	Administration Team Leader
Building owners	Building Unit Staff
Professional groups	All TDC Staff

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.

Administration

- To administer applications and the applicable Documentation received via the online portal. These can include but not limited to Building Consents (BC), Project Information Memorandums (PIM) and Code Compliance Certificates (CCC).
- Administer the generation and issuing of all building consent documentation and recording of documents into the councils Record Management System.
- Schedule building inspections into the booking system as required.
- Accurately maintain building records, property records and documentation both physical and electronic.
- Maintain and update subdivision records relating to the Timaru District.
- Issue refunds for Building Consents.
- Monitor and manage the lapsing and withdrawing of building consents.
- Prepare all relevant building documentation for Land Information Memorandum's (LIM).
- Actively engage and comply with the Building Accreditation Quality Assurance System and any other relevant legislation.

Customer Experience

- 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.
- Actively engage in a positive team environment.

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 Team Leaders and or the Building Control Manager.
- 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	NCEA Level 3 or equivalent.
Desired Qualification	NZQA Level 4 NZ Certificate in Building Regulation
Minimum Experience	At least 3 years' relevant experience is preferred.
Desired Experience	More than 3 years' administration experience with knowledge of building administration.

Key Competencies / Skills / Knowledge

- Be able to work closely with others in a team environment and unsupervised.
- Always look for the best and most efficient way to achieve the desired outcome.
- Be able and prepared to adjust to change as legislation requires and evolve as needed.
- Have well-developed people skills that enables you to work professionally and effectively with a wide range of internal and external stakeholders, whilst ensuring compliance is achieved.
- Have good time management skills with a strong commitment to completing tasks.
- Proactively continue learning to maintain the high level of technical skills necessary to achieve the primary objectives of this role.
- Good literacy and numeracy skills.
- Excellent working knowledge of the Building Control function/s.
- Be a skilled communicator, both written and verbal with the ability to relate to complex issues for a wide variety of stakeholders.

- Competent computer skills in the Microsoft Windows environment and knowledge of Excel.
- Ability to interpret and comply with legislative requirements.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Vicki McMillan

**Quality Assurance Coordinator /
Administration Team Leader**

Date

Building Administration Assistant

Date