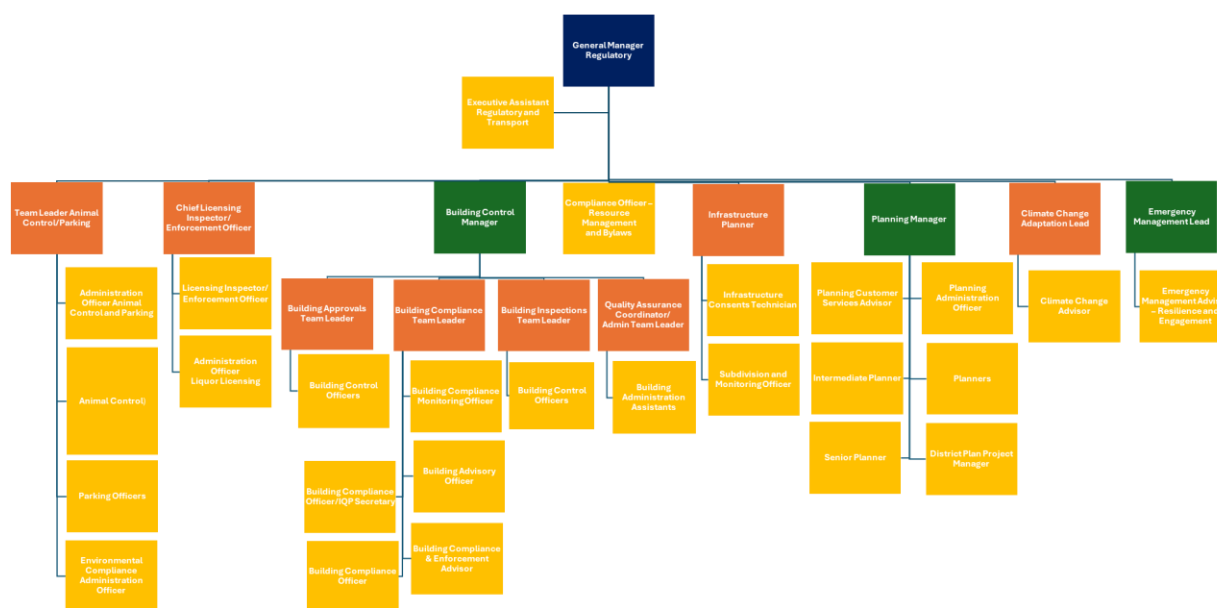


Position Description: Building Control Officer

Business Group	Regulatory
Reports To	Building Inspections Team Leader
Direct Reports	Nil
Date	November 2025
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The Building Control Officer is responsible to ensure the requirements and functions of the Building Act 2004, including both Building Control Authority (BCA) and Territorial Authority (TA) obligations, are implemented and managed efficiently, effectively and appropriately.

This role will be responsible for achieving a high level of customer satisfaction with regards to the regulatory and enforcement functions of the Building Act 2004. This will involve regular contact with internal and external customers, perform a wide range of relevant responsibilities to a high standard and provide support to the wider Building Control Team and Building Control Manager as required.

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	Regulatory 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.

Building Consent Authority

1. Undertake the functions for the technical checking of building consent applications, inspecting and certifying building work within the agreed predetermined competency frame work and time frames in accordance with the Building Act 2004, New Zealand Building Code and any other relevant legislation.
2. Demonstrate sound understanding of building regulations, standards and actively work with customers to educate and resolve problems or concerns.
3. Issue relevant documentation under the Building Act 2004 and other associated or relevant legislation.

4. Follow all procedures and processes within the Building Consent Authority's Quality Assurance System and all Territorial Authority policies and procedures as defined under the Building Act 2004 and or any other subsequent legislation.

Territorial Authority

1. Review and assess building compliance in relation to Certificates of Acceptance, Building Warrants of Fitness, Dangerous, Affected and Insanitary buildings, swimming pools, Earthquake-prone Buildings, building related complaints and unrecorded building work.
2. Prepare evidence, notices and information required for enforcement action in respect of non-compliance with the Building Act 2004, New Zealand Building Code or Timaru District Council Bylaws.
3. Advise the Building Control Manager of any situation where you are required to issue a Notice to Fix or engage in any enforcement action.
4. Prepare, issue and maintain notices under the Building Act 2004 within the frame work of established Building Consent Authority/Territorial Authority procedures and legislative requirements and timeframes as required to regulate matters of non-compliance.
5. Assist in the preparation of prosecutions and giving of evidence in a satisfactory manner.
6. To carry out discretionary powers permitted by legislation that may require investigation, interpretation and/or assessment of buildings and building work.

Customer Experience

1. 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.
2. Respond professionally to all types of enquires relating to applications, approvals, investigations and resolving property related building complaints.
3. 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

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

4. Actively engage in a positive team environment.
5. Ensure a high level of communication is effectively maintained within the building team, organisation and all external and internal customers.
6. Actively engage in annual competency assessments and ongoing training, educational and personal development opportunities.

Information Management

1. 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.
2. Accurately maintain professional development logs as and when required.

Risk Management

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

Health, Safety and Wellbeing

1. 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.
2. To be actively involved in Civil Defence Emergency Management when required.

Other

1. Actively engage in setting own goals and objectives.
2. Assist with other duties as reasonably required by the Building Team Leaders and or the Building Control Manager in consultation with you.
3. 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.
4. 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.
5. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	NZ certificate level 4 Building Regulatory Environment or equivalent building industry experience.
Desired Qualification	NZ Diploma level 6 Building Surveying or equivalent qualification within the building industry.
Minimum Experience	3 years' building regulation or building industry, including computer and technical skills.
Desired Experience	5 years' building regulation or building industry, including computer and technical skills.

Key Competencies / Skills / Knowledge

- Sound understanding of building regulations and Building Act 2004.
- Understanding of the Health & Safety at Work Act 2015.
- 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.
- Be a skilled communicator, both written and verbal with the ability to relate to complex issues for a wide variety of stakeholders.
- Proactively continue learning to maintain the high level of technical skills necessary to achieve the primary objectives of this role.
- Must have above average computer skills and technical ability.
- High level of honesty, integrity, confidentiality and a trustworthy manner.
- Hold and maintain a current New Zealand driver's licence.

Building Control Manager

Building Control Officer

Date

Date