

Vacancy Information

Building Control Officer

The Clutha District Council has established itself as a leading Building Consent Authority. We need someone with a positive, practical attitude, sound judgement and good customer service to assist our clients to meet the legal requirements of their building project. You will have previous building control experience and be involved in the consideration and issuing of building consents and have the ability to build a good working relationship with tradespersons, professionals, developers and the public.

Trainee Building Control Officer

If you don't already have a building control background but have building industry experience and are looking for a change, or if you would be prepared to enter this role as a cadet, we would consider someone at an entry level. You would need an interest in building control and a willingness to learn and undertake training. We will help you gain qualifications for a career in a field where suitably qualified and experienced people are highly sought after. A two to three-year timeframe is expected for this training phase, after which you should be ready to move to the Building Control Officer level, depending on your progress and performance. You will end up with great future career options in an industry that needs more people!

For confidential enquiries Please contact Malcolm Sinclair Malcolm.sinclair@cluthadc.govt.nz or phone 03 419 0200

Vacancy closes 8.30am, Monday 26 August 2019

Included in this information pack Job Description
Clutha District Council Application for Employment Form

To apply **Please complete our application for employment form and return to us, preferably by email, accompanied by your CV and covering letter. An incomplete application is not likely to lead to success.**

Send applications to Email vacancy@cluthadc.govt.nz
Emailed applications must be in either Microsoft Word format or PDF.
Or post to

Building Control Officer vacancy
Clutha District Council
P O Box 25
Balclutha 9240

Website You may wish to visit our website www.cluthadc.govt.nz/vacancies for information about the Clutha District and this council.

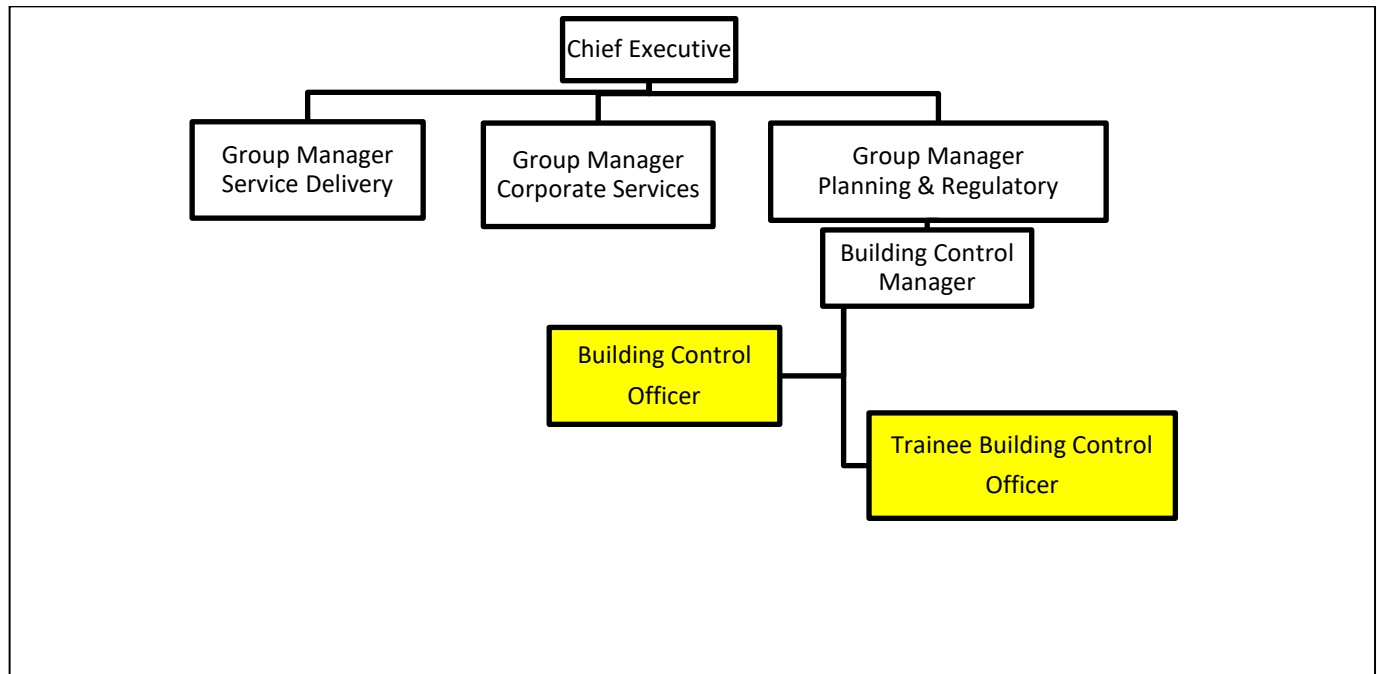
Vacancy Process

- All applicants must be legally entitled to work in New Zealand.
- All applications will be acknowledged to the email address provided in your application (preferred method) or posted if email not included.
- Your application will be treated confidentially. Only staff that are involved in the recruitment process will view the information you provide in your application.
- After the closing date, relevant staff will shortlist the applicants for the interview process.
- Those applicants selected for interview will be contacted by us to arrange a date/time.
- If you are selected for an interview, be prepared to sign a police vetting form authorizing the Clutha District Council to seek a police report on you.
- We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.

Job Description

Job Title	Building Control Officer or Trainee Building Control Officer
Date	August 2019
M-Files ID	
Group/Department	Building Control/Regulatory Services
Team	Regulatory Services
Location	Based at the offices of the Clutha District Council, 1 Rosebank Terrace, Balclutha with work at other Council premises and activities within and around the Clutha District, including site visits to customers' activities.
Employment Period	Permanent
Hours of Work	Full Time (minimum of 37.5 hours/week) normally within a period of 7.00am to 6.00pm, Monday to Friday, but the position also involves after hours work as required when responding to potential and actual building or civil defence emergencies.
Responsible to	Building Control Manager
Responsible for	Nil
Job Summary and Purpose	<p>Building Control Officer (BCO) To ensure that building, plumbing and drainage works undertaken within the District comply with the requirements of the Building Act, Regulations and Building Code. The position involves the consideration and issuing of building consents, building a good working relationship with tradespersons, professionals, developers and the public. Inspection services are provided in an informative and friendly manner to assist customers meeting their objectives in terms of the statutes.</p> <p>Trainee Building Control Officer Staff without suitable qualifications and experience may be employed at an entry level as a Trainee Building Control Officer. The Clutha District Council will provide assistance, support and mentoring to gain qualifications and experience to move to BCO level.</p> <p>A two to three-year timeframe is expected for this training phase, during which the jobholder will be required to familiarize themselves with and assist with all aspects of the work described in this job description, combined with study and training opportunities and targets.</p> <p>Movement to BCO level will be dependent on the jobholder's progress and performance.</p>

ORGANISATIONAL CONTEXT



KEY RESULT AREAS (KRA's)

- Building Consent Compliance
- Building Inspections
- General Enquiries
- Customer Service Delivery and Upholding of Council Values
- Business Improvement

Jobholder is accountable for	Jobholder is successful when
KRA 1 – Building Consent Compliance	
Ensuring all granted building or plumbing/drainage consents are processed on time and meet the requirements of the NZ Building Code.	<ul style="list-style-type: none"> • 100% of Building consents are processed within 20 days • Consents granted are accurate and include reason for decisions • Consents are processed in a manner to demonstrates you have an understanding of the customers' needs and engaging respectfully with them at all times • You maintain and grow your knowledge in relevant legislation, process and systems to enable you to work accurately and effectively.

Jobholder is accountable for	Jobholder is successful when
KRA 2 – Building Inspections	
Complete building and plumbing/drainage inspections ensuring compliance with relevant codes and requirements.	<ul style="list-style-type: none"> • Inspections are completed in an accurate and timely manner • Inspections are completed in a manner that demonstrates you have an understanding the customers' needs and engaging respectfully with them at all times • You contribute to the success of your team by sharing knowledge, supporting and collaborating with each other, fostering the spirit and disciplines or teamwork across the Organisation • You maintain and grow your knowledge in relevant legislation, process and systems to enable you to work accurately and effectively.
Ensuring inspections and decisions are recorded in accordance with the Council's QA System manual.	

Jobholder is accountable for	Jobholder is successful when
KRA 3 – General enquiries	
Responding to Customer Service Requests and Customer Enquiries including LIM and RMA comments and investigations for Territorial Authority functions.	<ul style="list-style-type: none"> • Customer Service Requests /queries are actioned in a manner that demonstrates you have an understanding of the customers' needs and engaging respectfully with them at all times • Customer Service Requests are updated in a timely manner • Customer complaints are acknowledged, recorded and followed-up in a timely manner.

Jobholder is accountable for	Jobholder is successful when
KRA 4 - Customer Service Delivery and Upholding of Council Values	
Delivery of customer-focused services (both internally and externally).	<ul style="list-style-type: none"> • Accurate and timely information and/or solutions are provided in a manner that demonstrates approachability and helpfulness.
Sharing knowledge and collaborating with each other to foster the spirit and disciplines of teamwork across the Clutha District Council.	<ul style="list-style-type: none"> • Knowledge is shared and the jobholder is proactive in partnering with other departments and living the values of "working as one team".

Jobholder is accountable for	Jobholder is successful when
KRA 5 – Business Improvement	
Identify and implement improvements to work processes (business excellence).	<ul style="list-style-type: none"> • Improvements to work processes are implemented and the quality, effectiveness and/or efficiency of service delivery are improved.

Note that the above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

WORK COMPLEXITY

Most challenging duties typically undertaken or most complex problems solved:
<ul style="list-style-type: none"> Interpreting legislation and the Building Code Dealing with non-compliant building work Auditing of building consent processes and compliance schedules Meeting territorial authority functions under the Building Act Managing a varied workload Assisting with and implementing system and process improvements

FINANCIAL RESPONSIBILITIES

The job holder does not control a budget.	
Maximum delegated expenditure that may be spent without reference to manager	Nil

Delegated authorities are in accordance with the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.

PERSON SPECIFICATION

Technical/Professional Qualifications/Experience	
Essential	Desirable
<ul style="list-style-type: none"> Appropriate on-job training or experience that will now, or in the near future, enable the officer to obtain membership of the Building Officers Institute of New Zealand, and to meet the requirements of Regulation 18 of the Building Regulations Full Drivers Licence Report and letter writing ability and good computer literacy 	<ul style="list-style-type: none"> Membership of the Building Officers Institute of New Zealand, and ability to meet the requirements of Regulation 18 of the Building Regulations

Knowledge/Skills and Attributes	
Essential	Desirable
<ul style="list-style-type: none"> Excellent communication and interpersonal skills The ability to work comfortably and effectively with a wide range of people, including building professionals and the general public. Positive and practical attitude, in particular a focus on finding solutions rather than problems 	<ul style="list-style-type: none"> Three years' relevant trade experience minimum Experience working in a Building Control Authority Assessed as competent with no limitations for <ul style="list-style-type: none"> Building inspections and processing for building type RES 1 – RES 3 and Com 1 with partial competence in Com 2 or Plumbing and drainage inspections and processing for RES 1-RES3 including septic tanks and Com1 – Com 2
<ul style="list-style-type: none"> Sound judgement Committed to providing quality customer service and work excellence 	<ul style="list-style-type: none"> Knowledge of local body systems and processes. Assessed as competent for all levels of Code of Compliance certificate and compliance schedules

Knowledge/Skills and Attributes	
Essential	Desirable
<ul style="list-style-type: none"> • Good state of fitness 	
<ul style="list-style-type: none"> • Able to work under pressure and to deadlines 	

KEY RELATIONSHIPS

External	Purpose of contact with this person/s
<ul style="list-style-type: none"> • Builders and other building professionals 	<ul style="list-style-type: none"> • To guide and provide direction
<ul style="list-style-type: none"> • General public 	<ul style="list-style-type: none"> • Respond to enquiries as required
<ul style="list-style-type: none"> • Other Local Authorities and Government Agencies 	<ul style="list-style-type: none"> • To cooperate on common building control matters, liaison, advising and seeking information.
Internal	Purpose of contact with this person/s
<ul style="list-style-type: none"> • All Clutha District staff, particularly: <ul style="list-style-type: none"> ➢ Council Management ➢ Building Control and Regulatory staff ➢ Service Delivery staff 	<ul style="list-style-type: none"> • Respond to enquiries as required • Co-ordinate and provide responses for specific customer services enquiries and updates on building control matters and work programmes • Feedback and technical advice on building control issues • Respond to enquiries as required

OUR PLACE OUR VALUES

- It's a place where people smile, where I can take my concerns and they really seem to listen, they speak my language and they make it simple for me. I feel they care about me.
- It's a place where they know their jobs, they help me understand, they help me through the steps, they help me achieve what I want.
- It's a place where they say "how can I help"? Where if they do say no I feel they have listened to me and their reasons make sense.
- It's a place where I know when I make a service request something is done and when they say they will do something, they do it.
- It's a place where it is easy to do my business, they action matters quickly, I can get hold of them, I trust them and respect them.
- It's a place where improvements are constantly made, mistakes trigger learnings and innovation occurs. They have the "bread and butter" right but they are always looking ahead.
- It's a place where staff enjoy their jobs, are challenged and have development opportunities. It's a fun place to work, a safe place to work, and the staff respect each other.
- It's a place that lives and breathes "public service". They are proud of working for Council and they are excellent at what they do.

HEALTH AND SAFETY

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying work place hazards and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies and processes.

COUNCIL INFORMATION

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems etc.

EMERGENCY RESPONSE

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be assigned a specific civil defence role or generally be co-opted to assist during a civil defence emergency event. You may be required to:

- Undergo training for a civil defence role
- Take part in exercises as required
- Work within and/or outside of normal hours (at time of an event)
- Work in another TLA if required (at time of an event).

Application for employment

Clutha
District Council



CONFIDENTIAL

PRIVACY ACT PROVISIONS:

The information you provide on this application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment within the Council, and to meet Council's information requirements as a potential employer.

You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy.

NOTE: All questions must be answered; either in the space provided in the following form, or in your accompanying curriculum vitae. A covering letter is a useful addition to your application.

Please do not bind your CV or use a bulky presentation folder. A simple paper clip or staple is acceptable. CV's will not be returned, so please do not include original documents.

1. Position Applied for:			
2. How did you become aware of the vacancy?			
3. Personal Information			
Family name:			
First names:		Preferred name:	
If you are known by other names, please record them here:			
Title if desired (optional):			
Residential address:			
Mailing address:			
		Post Code:	
Mobile phone:			
Work Phone:		After hours phone:	
Email:			

4. Health and General Information	
Do you suffer from an illness/disability which would be aggravated or made worse by performing the job you have applied for?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you on medication which would affect your performance in the job you have applied for?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you had an injury or medical condition caused by gradual process, disease or infection - e.g. hearing loss, sensitivity to chemicals, repetitive strain injury, which the tasks of this job may aggravate/contribute to?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please give details on all the above: <input type="text"/>	
Do you smoke?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a current drivers licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what class?	<input type="text"/>
Are you awaiting hearing of any charges for driving offences?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>(This does not include convictions that are subject to the clean slate scheme of the Criminal Records (Clean Slate Act 2004). Applicants may be asked to sign a police vetting form authorizing the Clutha District Council to seek a police report on them.)</small>	
If yes, please give brief details:	<input type="text"/>
Do you intend to engage in other paid work whilst employed in this position?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give brief details:	<input type="text"/>
Do you have any commitments which may prevent you from attending your place of employment during ordinary hours of work or affect your ability for out-of-hours work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give brief details:	<input type="text"/>
Are you legally entitled to work in New Zealand? If you answer yes and your legal ability to work in New Zealand is governed by a work or other visa, please provide evidence.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you consent for us to check legal your legal work status through Visa View, NZ Immigration's online checking tool. Please provide your passport nationality and number for this check.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you prepared to abide by Health and Safety regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current "At Work" First Aid Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously been employed by Clutha District Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give date of last year employed and name employed under:	<input type="text"/>
If your application is accepted, when could you commence employment?	<input type="text"/>

5. Referees			
Do you agree to enquiries being made as to other matters relating to your suitability for employment, and the accuracy of information, contained in this application form?			
	Y	N	Comments
Most recent employer	<input type="checkbox"/>	<input type="checkbox"/>	
Past employer	<input type="checkbox"/>	<input type="checkbox"/>	
Other persons	<input type="checkbox"/>	<input type="checkbox"/>	
Please give details of referees who you authorise us to contact. Two work related and one personal			
Name:	<input type="text"/>		Occupation/position: <input type="text"/>
Address:	<input type="text"/>		Phone: <input type="text"/>
Name:	<input type="text"/>		Occupation/position: <input type="text"/>
Address:	<input type="text"/>		Phone: <input type="text"/>
Name:	<input type="text"/>		Occupation/position: <input type="text"/>
Address:	<input type="text"/>		Phone: <input type="text"/>
6. Attach curriculum vitae			
Please return this application form accompanied by your curriculum vitae containing the following information:			
Education/Qualifications: <ul style="list-style-type: none"> Name of educational institutions attended (secondary and tertiary level only), qualifications or standard of achievement and year gained Details of relevant post qualification training Other qualifications or certificates you consider relevant, showing dates gained Membership of relevant professional associations and offices held 			
Employment history <ul style="list-style-type: none"> Details of most recently held position, including employer's name, address, position held, length of time in that position, number of staff responsible for, position reported to and key tasks Details of other employment, starting with the most recent position, including employer's name and address, position held and nature of work, time in that position and reason for leaving 			
Work experience relevant to position <ul style="list-style-type: none"> Include job experience you consider would support your application for this position 			
Spare time interests and experience <ul style="list-style-type: none"> Include details of general recreational and community activities you are involved in. 			
7. Declaration			
I, <input type="text"/> (print full name) declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.			
Signature:	<input type="text"/>		Date: <input type="text"/>