

Position:	Municipal Building Surveyor
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
Award Classification:	Band 8
Division:	Community Life
Department:	Community Safety
Team:	Building Services
Date Reviewed:	October 2024
Approved By:	General Manager/Manager
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations
We are accountable for our actions
We get things done

We See Opportunity

We look for better ways
We are open minded
We learn from our experiences

We Work Together

We value strengths and differences
We seek to work with others
We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council
We act with the future in mind
We go the extra mile

POSITION OBJECTIVES

- Carry out Council's statutory responsibilities in the role of Municipal Building Surveyor under the Building Act 1993 and other related regulations and statutes so that the amenity and safety of the Surf Coast built environment is maintained.
- Provide expert technical oversight, advice and action on the essential safety measures, pool safety, building compliance, place of public entertainment, Report and Consent, building records, emergency response, information services and any other applicable services or programs provided by the Building Services team.
- Provide accurate and timely specialist advice to senior management and Council on matters related to The Building Act and Regulations.
- Provide technical mentoring and professional development to the building services team

ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Community Safety

Supervises: Nil

Internal Relationships: All employees and Councillors

External Relationships: General public, government departments and agencies, referral authorities, consultants, other professionals and local authorities, Victorian Building Authority

KEY RESPONSIBILITIES

- Perform Municipal Building Surveyor duties relating to the affairs of the Council as required by relevant legislation and Council.
- Perform appropriate inspections, engage with stakeholders and lead enforcement actions throughout the municipality in order to promote compliance with and investigate compliance with the Building Act and other relevant legislation and codes of practice.
- Participate in the on call triage rotation and lead the technical approach to building related emergency response.
- Mentor and develop technical capability and knowledge in all members of the building Services team.
- Contribute to the leadership of a modern, proactive and efficient Building Services team.
- Utilise the recordkeeping and workflow management system in accordance with department procedures and organisational policies.
- Engage with stakeholders prospective owners and builders relating to building matters over the counter, in person, via written communication or on the telephone as required.
- Constructively and positively participate as a member of the Community Life Division.
- Perform other duties and responsibilities reasonably within the capabilities of the position.
- Oversee the maintenance of building compliance registers (including a Building Notice register).
- This role will require occasional work outside regular office hours including weekday evenings and weekends to support the emergency response on call <

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

surfcoast.vic.gov.au

Position description

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Oversee statutory delegation of building duties as the Municipal Building Surveyor. Ensure staff are appropriately delegated to within their level of registration to undertake these functions on behalf of the Municipal Building Surveyor. Work with Coordinator and Governance to update the instruments of delegations anytime a change to delegated duties occurs or new staff are onboarded.
- Meeting performance objectives and measures as outlined in the annual performance review.
- Efficient and effective execution of works done within time schedules, budgetary constraints and works program.
- Participate in providing expert advice, preparing policies, information brochures/content, executive briefings, council briefings and reports to Council that consider legislation, legal advice, industry standard, the impact on the community and Council's strategic direction as applicable.
- Follow financial delegations and procedures.
- Ensure that accurate building statistics, statutory certificates and relevant information is provided to Council, the Public Statutory Authorities and other organisations within designated time limits.
- Provide expert advice to the community and Council staff to facilitate building development and adjustments to work practices as the legislative landscape evolves.
- To contribute to the preparation of budget allocations for the Building team as part of the total budget.

JUDGEMENT AND DECISION MAKING

- Act within Statute and Council Policy and refer to the Manager Community Safety for decisions on any matter which could have an effect on Council Policy.
- Must not commit Council to any expenditure unless it is contained in Council's annual budgets and the appropriate order is issued via the purchasing system.
- Whilst in the employ of the Council the Officer shall not engage in or undertake to carry out for fee, reward or payment any private contracting work unless with written permission of the Chief Executive Officer and or Council.
- Ability to recognise and escalate matters to the Manager Community Safety if they are likely to or could have an adverse effect on individuals or Council.
- Exercise judgment in relation to the risks and requirements associated with building proposals and building works.
- As a member of a professional specialist team, the incumbent uses discretion in the provision of information to building surveyors, legal practitioners and authorities and members of the public, which may have legal ramifications and are in accordance within the Victorian Building Surveyors code of conduct.

SPECIALIST SKILLS AND KNOWLEDGE

- Extensive knowledge of building construction and related regulations.
- Skills in using the Microsoft Office suite and other relevant software.
- Work with customers to find options to problems that they are facing within the constraints of the relevant legislation, acts, regulations and Council policies.
- Ability to discuss and solve problems, both within and outside of the organisation with senior clients and to work in partnership with these stakeholders to develop creative solutions with the highest level of integrity, using a strong customer focus.
- Understanding the building trends nationally and regionally to ensure that the Building team is continually able to offer best practice building services to customers.
- An expert knowledge of municipal requirements under the Building Act, regulations and codes.
- Analytical and problem solving skills and a demonstrated ability to produce well researched solutions and reports.
- Demonstrated knowledge and understanding of other legislation relevant to the position.

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

Position description

MANAGEMENT SKILLS

- Managing time, setting priorities, planning and organising one's own work and co-operative management of resources within the Building team function of Council.
- Understanding of and ability to implement personnel practices including equal opportunity and health and safety, training and development.
- Provide detailed reports and progress updates on allocated projects as requested with the ability to achieve objectives within a timetable and budget.
- Develop strong partnerships with Building Compliance staff to drive efficiency in work flows and processes, and effective coordination with other teams within the organisation.
- Well-developed skills for making positive contributions to meetings and other forums.

INTERPERSONAL SKILLS

- Gain the trust, co-operation and assistance of the community, government departments and other teams of the Surf coast Shire
- Create strong networks with relevant stakeholders, organisations and Government Departments.
- Establish a strong rapport with other staff in the Surf Coast Shire and to contribute to a visionary pro-active work culture.
- Highly developed written and oral communication skills.
- Highly developed negotiation and conflict resolution skills.
- Provide high level and well researched advice to the Council, employees and community in relation to all building applications for construction and alteration.
- Ability to mediate between parties when required.
- Ability to educate the community on the legislative standards and services provided by Building Services team.

KEY SELECTION CRITERIA

Qualifications and Experience

- Tertiary qualifications as a Municipal Building Surveyor and registration with the Building Practitioners Board as a Building Surveyor (Unlimited).
- Understanding of rural and coastal building compliance issues.
- Substantial experience in the public and or private building sector or related field.
- Experience presenting evidence and reports to Building Appeals Board hearings and Magistrate's Court Hearings.
- Experience analysing Public Events (POPE) Applications.

Other requirements

- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

OUR APPROACH

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.