

Position Description

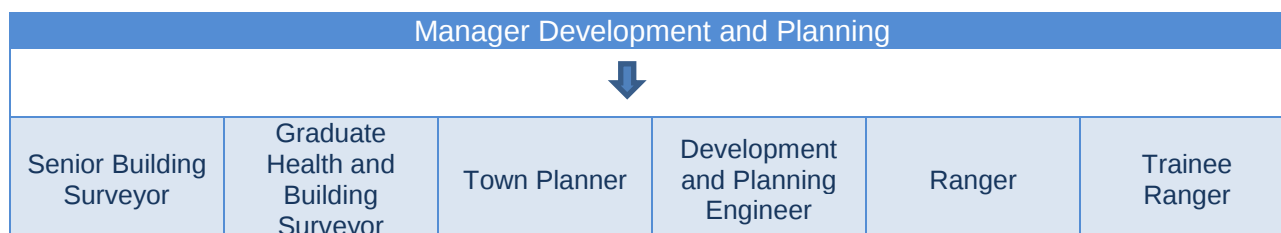
Position Title	Graduate Health and Building Surveyor
Position Code	ENV015
Department	Planning and Growth
Division	Planning and Development
Reports To	Senior Building Surveyor
Direct Reports:	Nil
Position Classification	Professional Specialist Band 3, Level 1
Position Status	2 year fixed term position
Allowances	Nil

SPECIAL CONDITIONS

This is a graduate position designed for candidates that have successfully completed the Bachelor Building Surveying Certification (Honours) or associated degree and it has been recognised that they do not have any hands on experience on the job. This is a two (2) year fixed term contract and it is noted that Council cannot guarantee continuing employment following successful completion of this period.

It is assumed that incumbents in this position will be a minimum Building Surveyor – Restricted (class 1 and 10 buildings) and at the completion of this two year term, candidates will be at a Building Surveyor – Restricted (all classes of buildings) Level of Accreditation.

REPORTING STRUCTURE



PRIMARY PURPOSE OF THE POSITION

The Graduate Health and Building Surveyor will assist Council Officers in the assessment and implementation of consents issued for applications received by Council under the Environmental Planning and Assessment Act and related legislation, as well as assisting with carrying out mandatory critical stage inspections in regards to new building activity. Additionally, this role will also be required to support and assist Council officers in undertaking the environmental health functions including the provision of timely and accurate advice in accordance with their BPB level of Accreditation.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Undertaking development, building, swimming pool and environmental health related inspections in accordance with BPB level of accreditation</i>	<i>40%</i>
<i>Provide administration assistance to the Development and Planning section, including participating in pre-lodgement development assessment meetings, updating of registers and scanning of all documents relating to files</i>	<i>40%</i>
<i>Professional development and learning in regards to the role enabling successful transition through the 2-year fixed term contract</i>	<i>20%</i>

POSITION RESPONSIBILITIES

- In partnership with Council's Health and Building surveyors, complete assessments on a range of applications made under the Environmental Planning and Assessment Act, Local Government Act, Swimming Pools Act, Building Code of Australia and all associated Regulations, and relevant environmental planning instruments, development control plans, policies and guidelines as well as assisting the administration process including scanning and reporting;
- Undertake monthly reporting to processes ensuring compliance of the Development and Planning section including Australian Bureau of Statistics, long service levy reporting, Section 102 reporting, when required;
- Undertake the preparation of reports to Council or Council's committees on a range of environmental health and building matters, including the contribution of figures and statistics to the development of business paper reports, as requested;
- Provide accurate and timely advice to applicants, objectors and residents in response to building enquiries and septic tanks in a responsive manner and to present a positive image of Council in accordance with skills, knowledge and BPB accreditation.
- Undertake critical stage and other nominated inspections of new building work to ensure compliance with consents issued in accordance with skills, knowledge and BPB accreditation, including participation in pre-lodgement development assessment meetings;
- Investigate formal complaints and undertake actions, where appropriate, to resolve issues, including the preparation of reports, when required.
- Undertake assessments and issue consent certificates pursuant to the relevant section of the Swimming Pools Act 1992 in accordance with skills, knowledge and BPB accreditation;
- In partnership with Council's Health and Building Surveyors, issue Complying Development Certificates, Construction Certificates, Occupation Certificates under Part 6 and Building Information Certificates pursuant to the EP & A Act 1979;
- Undertake educational and promotional presentation campaigns relating to environmental health matters affecting the Council area;
- Build on and maintain a current knowledge of building industry developments, practice and statutory responsibilities;

- In partnership with Council's Health and Building Surveyors, undertake routine inspections and assessments of matters relating to food, public health and environmental issues.
- Undertake administration duties and assist the Business Support Officer – Planning and Growth, in relation to (but not limited to) the following:
 - Updating Council's registers for septic tanks, development assessments and swimming pools;
 - Prepare construction certificates and stamping of associated plans
 - Issuing of occupation certificates and refunding of environmental bonds;
 - Undertaking the lodgement of development assessments on the website and other notification points.
 - Review and update the Planning and Growth section of Council's website where appropriate.
- Support the Manager Planning and Development and the Senior Health and Building Surveyor through the delivery of daily tasks and special projects, where required.

Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Senior Health and Building Surveyor	Supervisor – Professional advice, support and guidance
Director Planning and Growth	Director – Professional advice, support and guidance
Manager Development and Planning	Manager – Professional advice, support and guidance
Planning and Growth Team	Colleagues – Advice, support and guidance
Members of the Leadership Team	Colleagues – Advice, support and guidance as required
People and Strategy Team	Colleagues – Advice, support and guidance in the areas of HR, IT, WHS
Council Staff	Colleagues
External	
Business Community, Community Members	Development, Building and Environmental Health processes
Builders	Building inspections
Government Department and Authorities – BPB, Long Service Levy Corporation, ABS	Development and Building processes and reporting
University course advisor	Support, advice and guidance through the completion of university requirements

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Intermediate

PERSON SPECIFICATION

Essential

- Demonstrated completion of the theory component of a relevant degree in Building Surveying or relevant discipline;
- Accreditation with the NSW Building Professionals Board as an A4 Building Surveyor;
- Demonstrated ability to competently interpret legislation, guidelines and policies;
- Highly developed organisational skills with the ability to prioritise multiple work tasks;
- Demonstrated high level conflict resolution skills and the ability to show resilience, empathy and confidentiality;
- Demonstrated experience working both independently and in a team, fostering an environment based on teamwork and collaboration;
- Demonstrated high level communication skills and the ability to effectively communicate verbally and in written form;
- Demonstrated ability to work with minimum supervision using judgement and initiative;
- Provisional or Class C (Standard) Drivers Licence.

Desirable

- Accreditation with the NSW Building Professionals Board as an A3 Building Surveyor;
- Minimum 12 months experience in a relative field.

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Nil

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No