

## Position Description

<b>Position Title</b>	<b>Cadet Building Surveyor</b>
Position Code	ENV007
Department	Planning and Growth
Division	Planning and Development
Reports To	Manager Development and Planning
Direct Reports:	Nil
Position Classification	Trainee Band of the Local Government (State) Award
Position Status	Full-time for the period of the Cadetship
Allowances	Nil

### SPECIAL CONDITIONS

The successful applicant will be enrolled or will be required to enrol into an Advanced Diploma of Building Surveying (or other equivalent qualification) via online or distance education through an approved Building Professionals Board accredited Building Surveying course with an Australian University.

Ongoing employment as a Cadet Building Surveyor will require successful completion of the units associated with the degree and program. The estimated completion time is two (2) years.

The successful candidate is expected to be an accredited Building Inspector within 12 months of recruitment, or have completed all requirements. It is expected that they will then be an accredited Building Surveyor – Restricted (Class 1 and 10) within two years.

It is noted that Council cannot guarantee continuing employment following successful completion of the chosen course of study.

Incumbents will be allocated 1 study day per fortnight to formal learning which will be undertaken at Council.

### REPORTING STRUCTURE



### PRIMARY PURPOSE OF THE POSITION

The Cadet 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 through administration support. This role will also be required to provide administration assistance relating to building certification and environmental health.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Assisting Council Officers with undertaking development, building, swimming pool and environmental health related inspections</i>	<i>20%</i>
<i>Assess Development Applications and Construction Certificates with the support of qualified development staff.</i>	<i>30%</i>
<i>Provide administrative 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. Undertake monthly and yearly reporting to government agencies, as required</i>	<i>30%</i>
<i>Professional development and learning in regards to the role and education requirements for successful transition through the degree</i>	<i>20%</i>

## **POSITION RESPONSIBILITIES**

- Assist Council's Health and Building surveyors to 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;
- Assist with 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 environmental health and building surveying enquiries 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;
- Assist with assessments and issuing of consent certificates pursuant to the relevant section of the Swimming Pools Act 1992;
- Assist the Health and Building Surveyors issue Complying Development Certificates, Construction Certificates, Occupation Certificates and Building Certificates pursuant to the EP & A Act 1979;
- Assist with educational and promotional presentation campaigns relating to environmental health matters affecting the Council area;

- Maintain a current knowledge of building industry developments, practice and statutory responsibilities;
- Assist with undertaking routine inspections and assessments of matters relating to food premises, public health and environmental issues;
- Undertake administrative 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.
- Assist the Planning and Development section and the Senior Health and Building Surveyor through the delivery of daily tasks and special projects, where required, including but not limited to, undertaking installation of 'Principle Certifying Authority Signs'.

## 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 affected 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
<b>Internal</b>	
Senior Health and Building Surveyor	Colleague – Professional advice, support and guidance
Director Planning and Growth	Director – Professional advice, support and guidance
Manager Development and Planning	Direct Supervisor – 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
<b>External</b>	
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 as well as accreditation body
University course advisor	Support, advice and guidance through the completion of university requirements

**POSITION CAPABILITIES**

<b>LGNSW Capability Framework</b>		
<b>Capability Group</b>	<b>Capability Name</b>	<b>Level Required</b>
 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**

- Completed Higher School Certificate or demonstrated experience enabling completion of tertiary study; or
- Demonstrated current enrolment and progression through a Bachelor Building Surveying Certification (Honours) with a University;
- Provisional or Class C (Standard) Drivers Licence.

### **Personal Attributes**

- Demonstrated high level of motivation;
- Willingness to learn rapidly and ask questions in mentoring from others;
- Capable of balancing work and study requirements equally, and being adaptable to the demands of both when needed;
- Willingness to work in partnership with lots of different people to deliver work;
- Ability to learn and master project management skills;
- 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.

### **Authority and Accountability**

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

## **EQUIPMENT REQUIRED FOR THE POSITION**

- iPad

## 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