

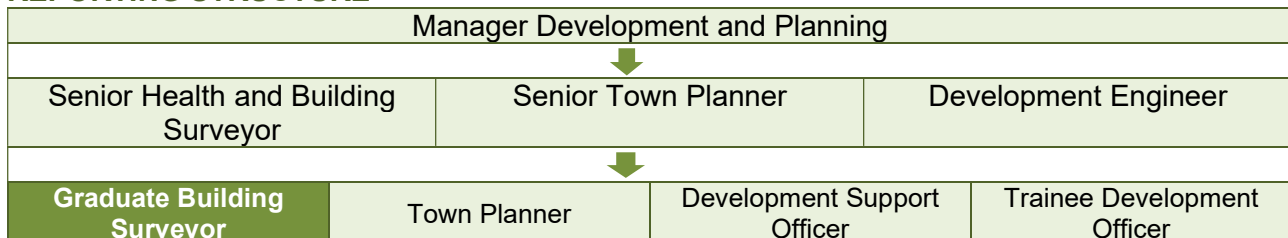
Position Description

Position Title	Graduate Building Surveyor [Building Surveyor]
Position Code	ENV015
Department	Planning and Growth
Division	Planning and Development
Reports To	Manager Development and Planning
Direct Reports:	Nil
Position Classification	Professional Specialist Band 3, Level 1
Position Status	2-Year fixed term position with a pathway to a Building Surveyor position

SPECIAL CONDITIONS

This position is designed for candidates who have successfully completed the education requirements for a Building Surveyor – Restricted (Class 1 and 10) Accreditation but are yet to complete the required practical experience. The role will provide the experience necessary to gain accreditation to be Building Surveyor – Restricted (Class 1 and 10), at which time the position will transition into the Building Surveyor position. The successful applicant will either be an accredited Building Inspector, awaiting confirmation of being an accredited Building Inspector, or have completed all educational and practical requirements to be an accredited Building Inspector and require Council employment to submit their application.

REPORTING STRUCTURE



PERSON SPECIFICATION

Requirement	Descriptor
Attitude to work	Demonstrates a positive work attitude and behaviour as well as a commitment to good work values and ethics
Motivation to work	Demonstrates a level of motivation to complete tasks at a high level and within timeframes
Reliability punctuality	Turns up to work on time each day ready to do a good day's work
Willingness to learn	Is willing to learn new tasks every day and adapts well to change
Ability to give and receive feedback	Is confident and able to speak up as part of a team as well as be able to receive and accept feedback as part of learning
Following procedures and protocols	Can follow clear directions and instructions as well as procedures and protocols.
Completion of study	A demonstrated interest and ability to learn the specific requirements of the traineeship whilst working on the job
Licence	A provisional license is preferred. Council will consider L's in line with age

WHY IS THIS ROLE SO IMPORTANT

The Graduate 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 regard 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.

Previous Experience (not essential)

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

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 Development 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 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.

AUTHORITY AND ACCOUNTABILITY

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





EQUIPMENT REQUIRED FOR THE POSITION

- Laptop

KEY RELATIONSHIPS

Who	Why
Internal	
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
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	Advanced
	Think and solve problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept

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:
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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