

BUILDING MANAGER

POSITION INFORMATION

Group	Risk and Regulatory
Team	Building Team
Reports to	Consents & Regulatory Manager
Direct Reports	11
Primary Location	111 Heuheu Street, Taupo
Financial Authority	\$10,000

TEAM STRUCTURE



POSITION PURPOSE

Ensure compliance with the Building Act, Building Code and related documents, maintain accreditation as a Building Control Authority and undertake all work related to Territorial Authority Functions, while managing a high performing team with excellent customer focus.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Team Leadership	<ul style="list-style-type: none"> To create, manage and maintain a high performing team ensuring legislative compliance and targets are met Team members are focused on positive customer experiences while maintaining compliance with legislation Accreditation is maintained through bi-annual IANZ audits. Maintaining and improving relationships with the wider industry, community and key stakeholders Financial and business targets are achieved and where possible exceeded Process improvement and thinking outside of the square to seek continuous improvement and efficiencies within the building team Ability to clearly communicate and implement clear goals, values and expectations internally
Building Inspections	<ul style="list-style-type: none"> Oversight and auditing of all inspection types during the construction phase of building to ensure full compliance with the approved plans Ensure compliance with consented plans, Building Code/Act and other relevant legislation Ensuring all inspections are undertaken in accordance with the approved BCA Quality Management System Ensuring that effective enforcement action is undertaken in accordance with the Building Act Ensuring that all TA functions are met fully, including swimming pool compliance, building compliance and earthquake prone buildings
Consents Processing	<ul style="list-style-type: none"> Oversight and auditing of building consent applications to ensure they comply with the Building Code or other relevant legislation Ensuring all consents are processed in timely manner to meet legislative timeframes Accurate and timely responses to enquiries and complaints both through the building consent process and general public Co-ordinate with other positions in Council to achieve wider organisational objectives and clear responses to enquires
Corporate Contribution	<ul style="list-style-type: none"> Being a team player within the building and wider Council teams to deliver on vision and strategy The ability to provide an excellent level of customer experience while undertaking regulatory functions
Records and Reporting	<ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department/organisation. Produce accurate reports as required for managers and/or SLT
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Take responsibility for your own and your team's health and safety Drive a safety first focus through the team and ensure reporting obligations are fully met and part of the team culture Ensure your own actions keep self and others safe

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the manager or SLT
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Direct reporting to Consents and Regulatory Manager, working relationships with wider Council and SLT 	<ul style="list-style-type: none"> General public, builders, designers/architects, other professional organisations and authorities, regional councils, Iwi.

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Diploma or Bachelor qualification in Building Surveying, Architecture or similar technical qualification under Reg 18 of the Building Act 	<ul style="list-style-type: none"> Other suitable qualification recognised under the Building Regulations

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> Dealing with public/customers – high interpersonal skills Leadership skills – experience in managing high performing teams Time management skills Cultural awareness Computer skills 	<ul style="list-style-type: none"> Resource Management Act 1991 Health and Safety knowledge when managing a high risk group

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> Minimum 10 years' experience in Building Controls Expert knowledge of the Building Act 2004 and the NZ Building Code Experience managing a large team Proven experience and competency in the interpretation of Legislation and supervision of staff 	<ul style="list-style-type: none"> Local Government experience

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		

