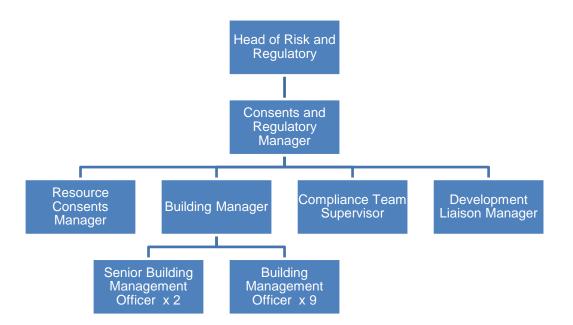


# **BUILDING MANAGER**

### **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> <li>To create, manage and maintain a high performing team ensuring legislative compliance and targets are met</li> <li>Team members are focused on positive customer experiences while maintaining compliance with legislation</li> <li>Accreditation is maintained through bi-annual IANZ audits.</li> <li>Maintaining and improving relationships with the wider industry, community and key stakeholders</li> <li>Financial and business targets are achieved and where possible exceeded</li> <li>Process improvement and thinking outside of the square to seek continuous improvement and efficiencies within the building team</li> <li>Ability to clearly communicate and implement clear goals, values and expectations internally</li> </ul>
Building Inspections	<ul> <li>Oversight and auditing of all inspection types during the construction phase of building to ensure full compliance with the approved plans</li> <li>Ensure compliance with consented plans, Building Code/Act and other relevant legislation</li> <li>Ensuring all inspections are undertaken in accordance with the approved BCA Quality Management System</li> <li>Ensuring that effective enforcement action is undertaken in accordance with the Building Act</li> <li>Ensuring that all TA functions are met fully, including swimming pool compliance, building compliance and earthquake prone buildings</li> </ul>
Consents Processing	<ul> <li>Oversight and auditing of building consent applications to ensure they comply with the Building Code or other relevant legislation</li> <li>Ensuring all consents are processed in timely manner to meet legislative timeframes</li> <li>Accurate and timely responses to enquiries and complaints both through the building consent process and general public</li> <li>Co-ordinate with other positions in Council to achieve wider organisational objectives and clear responses to enquires</li> </ul>
Corporate Contribution	<ul> <li>Being a team player within the building and wider Council teams to deliver on vision and strategy</li> <li>The ability to provide an excellent level of customer experience while undertaking regulatory functions</li> </ul>
Records and Reporting	<ul> <li>Ensure accuracy of information/records in systems adopted by the department/organisation.</li> <li>Produce accurate reports as required for managers and/or SLT</li> </ul>
Health & Safety and Wellbeing	<ul> <li>Take responsibility for your own and your team's health and safety</li> <li>Drive a safety first focus through the team and ensure reporting obligations are fully met and part of the team culture</li> <li>Ensure your own actions keep self and others safe</li> </ul>



Responsibility	Key Functions/outcome
	<ul> <li>Identify, report and assist to eliminate hazards/risks in work place</li> <li>Participate in local work place safety management practices</li> <li>Participate in workplace wellbeing initiatives</li> <li>Ensure compliance under Health and Safety at Work Act 2015</li> </ul>
Project Management	Undertakes projects and/or other initiatives that may be assigned by the manager or SLT
Emergency Management	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> <li>Direct reporting to Consents and Regulatory</li></ul>	General public, builders, designers/architects,
Manager, working relationships with wider	other professional organisations and
Council and SLT	authorities, regional councils, lwi.

## 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
Diploma or Bachelor qualification in Building Surveying, Architecture or similar technical qualification under Reg 18 of the Building Act	Other suitable qualification recognised under the Building Regulations

#### **Personal Attributes**

Essential	Desirable
<ul> <li>Dealing with public/customers – high interpersonal skills</li> </ul>	<ul> <li>Resource Management Act 1991</li> <li>Health and Safety knowledge when managing a high risk group</li> </ul>
<ul> <li>Leadership skills – experience in managing high performing teams</li> <li>Time management skills</li> <li>Cultural awareness</li> <li>Computer skills</li> </ul>	

#### **Competencies and Experience**

Essential	Desirable
<ul> <li>Minimum 10 years' experience in Building Controls</li> <li>Expert knowledge of the Building Act 2004 and the NZ Building Code</li> <li>Experience managing a large team</li> <li>Proven experience and competency in the interpretation of Legislation and supervision of staff</li> </ul>	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		

