

Specification

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1. Introduction

The Port Phillip City Council is seeking to engage the services of appropriately skilled and qualified Senior Building Surveyor.

The Senior Building Surveyor will report directly to the Co-ordinator Building / Municipal Building Surveyor within the Building Services Unit.

2. Background

The position objectives are:

- Co-ordinate the efficient operation of the building surveying team in both the administrative and enforcement functions.
- Deal with complex matters, and provides supervision, advice and assistance to other staff within and outside the office and to Council.
- From time to time deputise for the Municipal Building Surveyor.
- Act under the delegation of the Municipal Building Surveyor and Council.

3. Scope of the Role

3.1 *To undertake this project it is expected that the consultant will have proven skills and experience to co-ordinate the Report and Consent processes pursuant to the Building Regulations 2006 in the following areas:*

- Siting matters – Part 4,
- Protection beyond street alignments,
- Projections beyond street alignments,
- Prescribed Temporary Structures,
- Building over easements; and
- Building on land prone to flooding or subject to inundation – Regulations 802 and 806.

3.2 *The Contractor will be required to:*

- represent Council at the Building Appeals Board and Magistrates Court as required;
- deal with complex matters, and provides supervision, advice and assistance to other staff within and outside the office and to Council;
- deal with complex matters of a legal nature and liaise with Council's Solicitors with regard to prosecutions and enforcement proceedings;
- act under the delegation of the Municipal Building Surveyor and Council;
- draft Building Notices and Orders pursuant to the *Building Act* 1993 ("the Act");

- prepare appeals submissions, attend and present at the Building Appeals Board;
- conduct public consultations with members of the public as required through the Report and Consent process;
- manage general correspondence for Municipal Building Surveyor;
- attend to counter enquiries and answer phones as required;
- act as delegate of the Municipal Building Surveyor as defined in an Instrument of Delegation;
- make decisions under delegated authority under the Act, the *Building Regulations 2006* and the Building Code of Australia (“the Code”); and
- issue building permits, occupancy permits and certificates of final inspection under the Act, Regulations and the Code.

3.3 *To undertake this project it is expected that the Contractor will have proven skills, knowledge, qualifications and experience in the following areas:*

- ability to independently exercise judgement and make correct decision in complex and controversial matters, including the assessment of Alternative Solutions and Performance Assessments;
- ability to process complex and sensitive proposals, processes and communication strategies that lead to an appropriate decision using a professional knowledge of statutory requirements within a building control context;
- ability to generate creative and innovative approaches in problem solving and generating outcomes to meet Council’s strategic directions;
- expert knowledge of the Act, Regulations, Code of Australia, Australian Standards and other relevant legislation;
- a proven understanding of the underlying principles of fire protection, the building system and related legislation and their application at the local government level;
- thorough understanding of the principles of Fire Performance Engineering and Alternative Solutions as approval options in the building permit process;
- a proven understanding of the underlying principles of risk management as they apply to development legislation;
- to understand the goals and function of the broader organisation and be able to communicate and work towards whole of organisation goals, to advance the objectives of the unit;
- demonstrated extensive experience in the assessment of all classes of buildings, including high rise buildings;
- proven ability to identify and analyse options to achieve community expectations in the building surveying field;

- expert knowledge and ability to interpret building surveying and related legislation, regulations and processes and apply these to complex projects;
- well developed analytical, research and investigative skills; and
- general financial and budgetary skills

Management Skills

- Ability to set priorities and organise, assign and monitor work to meet the required outputs and timelines, achieve service efficiencies and meet budget targets.
- Demonstrate the ability to provide leadership including the ability to assist coordinator, supervise, empower and motivate building surveying staff.
- Ability to provide management reporting and analyse trends and take corrective action.
- Knowledge of good practice in personnel policy and procedures (including general awareness of occupational health and safety).
- Ability to provide leadership and to develop and motivate staff.
- Excellent time management and self management skills.
- Ability to deal with high workloads.

Interpersonal Skills

- Highly developed communication skills (written and oral).
- Confidence in speaking in a public forum and representing Council at the Building Appeals Board.
- A well developed ability to gain the co-operation of co-workers, applicants and the public to achieve acceptable solutions to difficult building related problems in a friendly and co-operative manner.
- Proven ability to develop and encourage a team spirit.
- A sound understanding of customer service principles and effective means of delivery.
- Advanced negotiation, conflict resolution and problem solving skills.
- Confidence in decision making and interpretation.
- Ability to cope with uncertainty and display flexibility in response to dynamic situations.

Qualifications and Experience

- Currency as a registered practitioner in the category of Building Surveyor.
- Previous experience as an Municipal Building Surveyor is essential.
- Demonstrated experience in major approvals and also the inspectoral roles of building surveying .

- Experience in diverse range of building surveying including high rise development and fire safety, construction of very small sites and associated protection issues.
- Extensive experience in dealing, analysing and assessing performance assessment reports and alternative solutions.
- Current Victorian Driver's Licence.

4. The Location

The services shall be conducted at a Council owned venue within the municipal district. The specific site shall be agreed prior to the execution of this contract.

5. Contract Term

The contract term is one year and an optional one year.

6. Hours of Service

30 hours a week with a minimum of 20 hours a week unless otherwise agreed during the contract term.

