

## POSITION DESCRIPTION

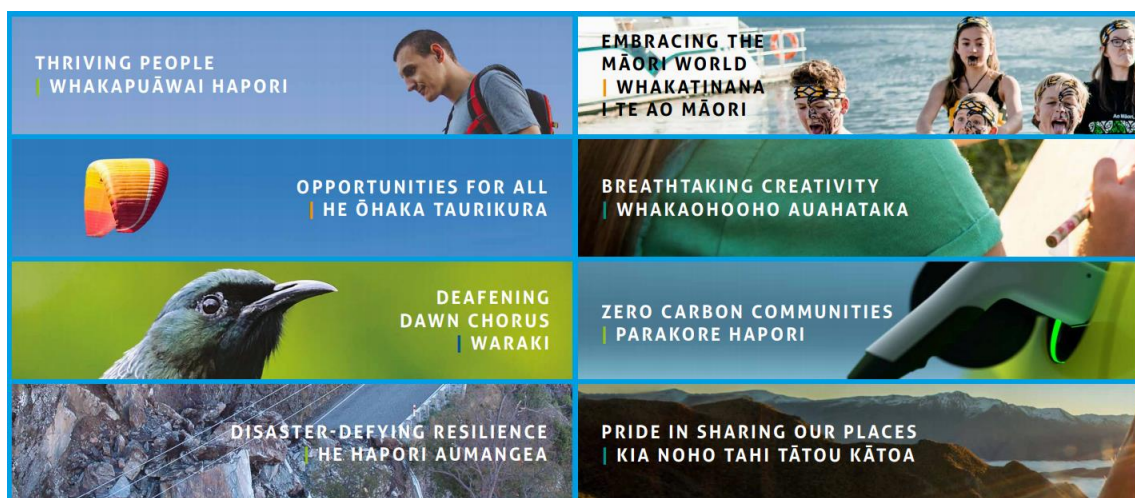
<b>Position:</b>	Building Control Officer – Inspections
<b>Department:</b>	Building Services – Planning & Development
<b>Location:</b>	Queenstown
<b>Reports to:</b>	Team Leader – Inspections
<b>Date:</b>	July 2021

### BACKGROUND

Queenstown Lakes District Council (QLDC) is a territorial authority in Te Waipounamu South Island of Aotearoa New Zealand, with a current resident population of approximately 40,750 which is projected to increase to 53,510 by 2031<sup>1</sup>. The Queenstown Lakes District is also a premier tourist destination making a significant contribution to the national economy. In recent years, the district has undergone significant and sustained growth in both resident population and in international and domestic visitor numbers. On a peak day in 2018, visitor numbers totalled 79,300 which is projected to reach 91,270 on a peak day in 2031<sup>2</sup>. The overall growth pressures the district is experiencing has led to the draft 2021 -2031 Ten Year Plan setting out an ambitious programme of work, with over \$1.6 billion of capital investment to be made over the decade<sup>3</sup>.

QLDC has a central role to play in maintaining and enhancing the quality and liveability of the outstanding environment of the district. It also has a central role in development and regulation and provides high quality services and infrastructure to residents and visitors; managing the district's parks, trails, libraries and recreational facilities; enabling sustainable development through consenting services; and regulating local activities. QLDC's role in leading the recovery effort for the district in response to COVID-19, also means that the diversification of the district's economy is an increasingly important priority for our Council.

The community outcomes set out in the 2021 – 2031 Ten Year Plan are directly extracted from [Vision Beyond 2050](#), which is our community vision statement:



<sup>1</sup> QLDC demand projections, July 2020

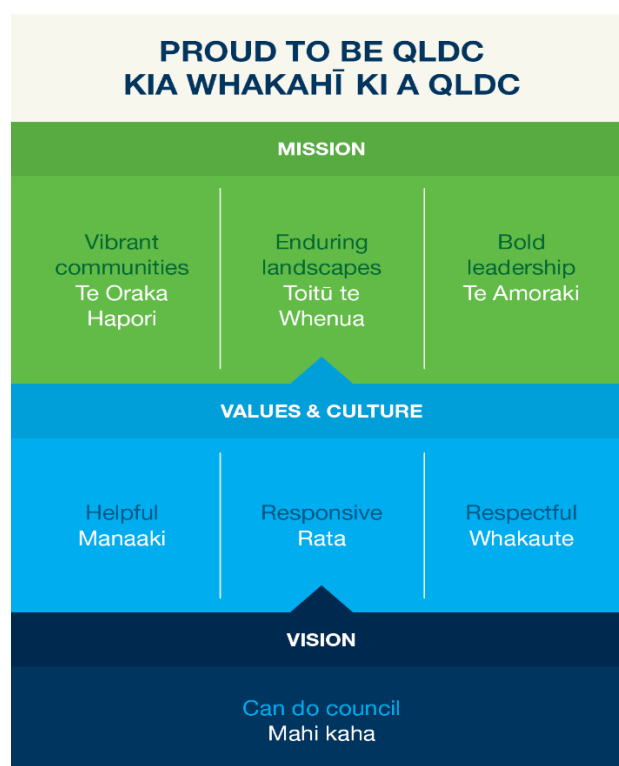
<sup>2</sup> QLDC demand projections, July 2020

<sup>3</sup> Draft QLDC Ten Year Plan 2021 - 2031

## VISION, MISSION AND VALUES

We're proud to be QLDC, and in response to the growth the district has experienced over recent years the QLDC organisation has itself experienced substantial growth. With an employed workforce of approximately 400 FTE in January 2021, and a range of partner organisations delivering services on behalf of Council, QLDC is also a significant employer in the district. The range and types of work carried out at QLDC are extensive, and complex; becoming increasingly so as the district continues to grow.

Our culture is an important part of who we are. The vision, mission and values set out below are the foundation for our organisational culture; how and why we go about things:



## PURPOSE

The Building Control Officer – Inspections is responsible for administering the requirements of the Building Act 2004 and the Building Regulations and the New Zealand Building Code, in accordance with the QLDC Policies and Procedures. The Building Control Officer is responsible for implementing the regulatory requirements of the Building Act to ensure the quality of our residential and commercial buildings meet the requirements of our community and their occupiers. The role will focus on inspecting building work to facilitate the issue of Code Compliance Certificates, verifying that the finished work complies with the New Zealand Building Code.

## KEY TASKS

### **Building Inspection**

- Undertakes building inspections against issued building consents ensuring that all legal requirements are met, and compliance decisions are appropriately made and recorded.
- Uses and leverages modern technology (including smartphones), wherever appropriate, for the continuous improvement of our building inspection practices, and to assist in carrying out inspections of building, construction, plumbing and drainage work to ensure compliance with the building consent.
- Assesses compliance of all building work against the Building Act and Building code, where required, undertake investigation and recommend appropriate enforcement action within your scope of authority.
- Compiles accurate records of communications with customers including all inspections and ensure the accurate update of Councils database records.
- Considers and issues appropriate compliance documentation (including CCC).
- Administers (under appropriate delegation and authority) the provisions of the Local Government Act, Building Act, Plumbers, Gasfitters & Drainlayers Act 2006, and their associated regulations.
- Responds to and assists property owners, tradesmen, architects and the public on matters relating to building within the district.
- Investigates, responds and documents enquiries and complaints as directed.
- Ensures accurate documentation is collected for all buildings constructed or altered within our district.
- Willing to undertake continuous training to upskill in order to progress to the next level of professional development.
- Openly shares knowledge and skills with other staff members – striving for accuracy and consistency of regulatory decisions.
- Willingly undertakes any duty reasonably required within the context of the position, with a focus on developing systems, processes and procedures that enhance the Building Services Team's knowledge, collaboration and best practices.

### **Relationship Management**

- Establishes on-going dialogues with staff, customers and other stakeholders.
- Strategically manages customer relationships ensuring delivery, satisfaction and value for money.
- Presents a professional and positive image for QLDC within the community.

### **Corporate Responsibilities**

- Builds commitment to QLDC's vision, values and services.
- Willingly undertakes any duty required within the context of the position.
- Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents.

- Complies with all legislative requirements.
- Adheres to QLDC's Code of Conduct.

## KEY RELATIONSHIPS

### Internal:

- Team Leader – Inspections
- Building Services Manager
- General Manager, Planning & Development
- Building Services Department
- All QLDC staff

### External:

- Architects
- Consultants
- Trades
- Building Owners / Managers / Agents
- Members of the public

## ACCOUNTABILITIES AND DELEGATIONS

- Financial Authority: Nil
- Staff Management Authority: Nil

## PERSON SPECIFICATION

### Education:

- Possess or be working towards an appropriate NZ qualification relating to Building Controls.

### Experience:

- A minimum of 3 years' building control experience, or capability to develop this level of experience as a new Graduate under regulation 18 of the Building (Accreditation of Building Consent Authorities) Regulations 2006 (the Regulations).
- Sound knowledge of building industry legislation and related New Zealand standards.
- Proven ability to work without supervision.
- Effective time management and organisational skills.
- Excellent written and verbal communication skills, with strong attention to detail.
- Ability to establish and maintain effective relationships with stakeholders and gain their respect and trust.
- Conveys a professional and positive attitude, with a courteous and efficient manner.
- Ability to apply reason to achieve a satisfactory outcome for all parties.
- Highly motivated, achievement-oriented and innovative professional.

## COMPETENCIES

Core competencies for all employees of QLDC:

Customer focus	Is dedicated to meeting the expectations and requirements of internal and external customers; Gets first-hand customer information and uses it for improvements in products and services; Acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
Drive for results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Integrity & Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Relationship Management & Teamworking	Relates well to all kinds of people, up, down, sideways, inside and outside of the organisation; Builds appropriate rapport quickly; Builds constructive and effective relationships; Uses diplomacy and tact; Can defuse high tension situations comfortably.
Health & Safety	<ul style="list-style-type: none"> <li>• Ensures compliance to all legal/statutory and company requirements for Health and Safety</li> <li>• Adheres to all QLDC's Health &amp; Safety policies and procedures</li> <li>• Is actively involved in QLDC's health and safety systems</li> <li>• Wears relevant personal protective clothing and equipment as and when required* Use only for roles where PPE may be required</li> <li>• Reports any pain, discomfort or other health &amp; safety concerns as soon as possible</li> <li>• Ensures all accidents, incidents and hazards are reported using QLDC's Health &amp; Safety reporting procedures</li> </ul>

Competencies specific to the role:

<i>Problem Solving</i>	Uses rigorous logic and methods to solve difficult problems; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
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<i>Timely Decision Making</i>	Makes decisions in a timely manner, sometimes with incomplete information under tight deadlines and pressure; able to make a quick decision.
<i>Decision quality</i>	Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<i>Planning</i>	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
<i>Informing</i>	Provides the information people need to know to do their jobs; Provides individuals with information so that they can make accurate decisions and give appropriate advice to others; is timely with information.