


POSITION DESCRIPTION

	Position Title:	Senior Building Certification or Development Assessment Officer
	Location /Branch/ Department:	Katoomba office; Environment & Planning Services Directorate
	Position Classification:	Band: 3 Level: 3 Grade: 1 - 3

POSITION PURPOSE/OBJECTIVE

Working with digital business systems you will be using specialist technical skills to provide quality customer service and regulatory functions.

RELATIONSHIPS

Reports to:	Program Leader – in the relevant work area.
Staff Responsibility:	Guide and mentor others in area/s of expertise.
Key Internal Relationships:	Town Planners, Environmental Health & Building Surveyors, Engineers, Environmental Scientists Landscape Assessors, Technical Assistants and Customer Service staff.
Key External Relationships:	Residents and other members of the community; Government authorities, applicants for development, consultants, Council's legal advisors.

SPECIFIC RESPONSIBILITIES

Depending on skills and qualifications the position works within or rotates through the following areas:

Development assessment

Assess and determine applications that contribute to the environment and character of the Blue Mountains.

Building certification

Provide certification services to the clients of Blue Mountains City Council.

Development monitoring and compliance

Provide high level multi-skilled specialist knowledge and skills to resolve complex land use surveillance matters that require specialist knowledge across a range of functional areas.

Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

Compliance & Risk

You are responsible for ensuring that you conduct your risk management responsibilities as described in council's Enterprise Risk Management (ERM) Policy and Procedure (the ERM Framework) with the goal of ensuring that potential issues are identified and reported in a timely manner.

In undertaking your work should you identify contaminated land or potentially contaminated land, including but not limited to Asbestos contamination you are required to notify your supervisor immediately.

COMMUNICATION

The person will communicate with a wide range of people in a variety of internal and external settings. The person will receive, interpret, and act upon written and verbal information, and provide a response in both written and verbal forms. The person will need to be able to lead discussion, carry out negotiations and make presentations in areas of functional responsibility. The role will require persons to represent and clearly articulate Council's position in negotiations and discussions with external parties and organisations.

JUDGEMENT & PROBLEM SOLVING

Grade 1

Positions have a high level of independence in solving problems and using judgement in resolving issues. Problems can be multi-faceted requiring detailed analysis of available options. This will require the person to possess an extensive knowledge of relevant legislation and Council policies. The person will implement and review procedures and provide input and advice to the Branch and the Directorate within the functional area of responsibility.

Grade 2

This position has a high level of independence in using judgement and resolving problems with minimal guidance. Problems can be multi-faceted requiring detailed analysis of a range of available options to solve issues where solutions are not clear cut. This will require the person to have a thorough knowledge of matters that affect land use management in the Blue Mountains as well as possessing an extensive knowledge of relevant legislation and Council policies. The person in this position will need to develop and review workflow procedures to ensure timely, accurate and consistent approaches are undertaken within activities connected to the functional areas of the position.

Grade 3

Judgement and problem solving at this level carries significant responsibility and professional liability and the Council and customers rely on its quality and accuracy. The position will be required to manage complex applications and determine legal approaches after considering technical, legal and policy requirements.

The person in this position will need to contribute significantly to the development and review of workflow procedures to ensure timely, accurate and consistent approaches are undertaken within activities connected to the specialist functional areas of the position.

AUTHORITY

Delegation to act as an authorised officer to undertake a wide range of tasks and duties on behalf of Council in accordance with relevant legislation applicable to the functional areas of responsibility for the position. The person will also undertake a professional advisory role to people within or outside of Council. Decisions and advice may commit the council and have a significant impact upon external parties dealing with council.

APPOINTMENT & PROGRESSION

Applicants are required to address the capability criteria at either Grade 1, 2 or 3 based on the best match with their qualifications, skills and experience.

Progression through the salary system is then based on assessment against predetermined competencies, the achievement of performance objectives and the demonstrated acquisition of additional skills and knowledge.

CAPABILITY CRITERIA – Grade 1

SKILLS & JOB KNOWLEDGE

Qualifications

Degree qualification or advanced diploma and post graduate qualifications in either:

- Town planning, or
- Environmental health and / or building surveying with A1, A2, or A3 accreditation under the Building Professionals Board Accreditation Scheme.

A current drivers licence is required.

Job knowledge

Extensive knowledge and experience across a range of work related issues including understanding of relevant legislation, statutes and codes.

Technology use

Demonstrated computing skills, including the accurate generation and completion of documents using a variety of software applications.

COLLABORATION

Communication

Experience in adapting content, style, tone and medium of communication to suit the target audience's language and level of understanding.

Conflict management

Excellent conflict resolution and negotiation skills, including the capacity to handle difficult and irate people, and the ability to take action to avoid / reduce potential conflict.

REPUTATION / INTEGRITY

Outcome focus

Experience in performing work in accordance with quality standards and participates as a team member in reviewing work to ensure quality outcomes are produced.

Personal accountability

Demonstrated commitment in accepting responsibility for monitoring, managing and reporting on progress of work and achievement against established work standards.

Analytical thinking

Demonstrated ability to analyse problems and proactively resolve issues that involve a number of competing priorities with minimal guidance by drawing on extensive personal experience and knowledge.

PEOPLE

Teamwork and collaboration

Experience in building positive working relationships and working collaboratively rather than competitively.

Client focus

A proven record of providing excellent customer service including responding to customer needs and keeping individual clients up to date with information and decisions that affect them.

CAPABILITY CRITERIA – Grade 2

SKILLS & JOB KNOWLEDGE

Qualifications

Degree qualification or advanced diploma and post graduate qualifications in either:

- Town planning, or
- Environmental health and / or building surveying with A1, A2, or A3 accreditation under the Building Professionals Board Accreditation Scheme.

A current drivers licence is required.

Job knowledge

In depth personal experience and knowledge across a range of work related issues including understanding of contemporary legislation, statutes and codes and the high level application of that knowledge in the context of the profession and the local environment.

Technology use

A proven record of using and integrating new technology, knowledge and skills into work practices and procedures to achieve established work standards.

COLLABORATION

Communication

Record of simplifying complex information, sharing experience, knowledge and best practice with team members and promoting the group / Divisional and organisational outcomes.

Conflict management

Excellent conflict resolution and negotiation skills, including the capacity to handle difficult and irate people, and the ability to take action to avoid / reduce potential conflict.

REPUTATION / INTEGRITY

Outcome orientation

A high level working knowledge of complex issues affecting land use management in a local environment including ways to minimise impacts and how outcomes link to Council's strategic planning documents.

Personal accountability

Demonstrated commitment in accepting responsibility for monitoring, managing and reporting on progress of work and achievement against established work standards.

Analytical thinking

Demonstrated ability to analyse problems and proactively resolve issues that involve a number of competing priorities with minimal guidance by drawing on extensive personal experience and knowledge.

PEOPLE

Teamwork and collaboration

Demonstrated ability to work collaboratively with and support members of own and other teams to achieve work objectives.

Client focus

A proven record of providing excellent customer service including responding to customer needs and keeping individual clients up to date with information and decisions that affect them.

CAPABILITY CRITERIA – Grade 3


SKILLS & JOB KNOWLEDGE	<p>Qualifications</p> <p>A Degree qualification or advanced diploma and post graduate qualifications in either:</p> <ul style="list-style-type: none">o Town planning, oro Environmental health and / or building surveying with A1, A2, or A3 accreditation under the Building Professionals Board Accreditation Scheme. <p>Plus highly recognised / specialised skills or additional qualifications in the relevant field or in a related discipline such law, fire engineering, bushfire, urban design or environmental management / science.</p> <p>A current drivers licence.</p> <p>Job knowledge</p> <p>Extensive knowledge of relevant legislation, statutes and codes; and applied knowledge across a range of assessment / regulatory or building certification issues such as the principles and practices of environmental management, urban design and character assessment, heritage, water quality, bush fire protection, building fire safety, health and amenity and accessibility. Expert knowledge in a relevant field and experience in the preparation and execution of complex legal matters.</p> <p>Technology use</p> <p>A proven record of using and integrating new technology, knowledge and skills into work practices and procedures to achieve established work standards.</p> <p>Continuous learning</p> <p>Demonstrated awareness of emerging trends/ developments and experience in adapting to new legislation and industry movements.</p>
COLLABORATION	<p>Communication</p> <p>Demonstrated experience in communicating complex issues clearly and credibly with widely varied audiences. Proactive feedback and use of appropriate communication medium to gain timely / quality outcomes for Council, the client and the community.</p> <p>Conflict management</p> <p>Excellent conflict resolution and negotiation skills, including the capacity to handle difficult and irate people, and the ability to take action to avoid / reduce potential conflict.</p>
REPUTATION / INTEGRITY	<p>Outcome focus</p> <p>A high level working knowledge of complex issues affecting land use management in a local environment including ways to minimise impacts and how outcomes link to Council's strategic planning documents.</p> <p>Personal accountability</p> <p>Proactive demonstrated commitment in accepting responsibility for monitoring, managing and reporting on progress of work to achieve or exceed established work standards with a view to continuous improvement.</p>
PEOPLE	<p>Builds capability & realises potential</p> <p>Coaches, guides and promotes skill sharing to fellow team members in the relevant specialist field of expertise.</p>

**Client focus**

A proven record of providing excellent customer service including responding to customer needs and keeping individual clients up to date with information and decisions that affect them.

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.
Please contact the WH&S Officer if assistance is required in completing this form.*

Position:	Graduate to Senior Environmental Health and Building Surveyor/Building Certifier/Development Assessment Officer		
Responsible Manager/ Supervisor:	Paul Weston		
Signature:		Date:	10 July 2019

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level	Rating
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS									
Heavy Manual Tasks	0	Pushing loads > 5kgs	0	Frequent bending/ stooping	1	Sitting for extended periods	3		
Light Manual Tasks	1	Pulling loads >5kgs	0	Repetitive Lifting	0	Standing for extended periods	1		
Trunk Twisting	0	Extend arms for reaching	1	Elevating arms above shoulder height	1	Kneeling for extended periods	0		
Climbing to access/ exit excavations	1	Throwing	0	Walking on uneven ground	1	Walking for extended periods	1		
Balancing	1	Crawling	0	Hearing above background noise	0	Depth Perception	1		
Colour Vision	1	Fine Manipulation	0	Shoveling/Digging	0				
WORKING CONDITIONS									
PHYSICAL									
Inside Work	3	Outside Work	3	High Temperatures > 38deg	1	Low Temperatures < 3 deg	1		
Operating Machinery	0	Working Near Machinery	0	Working at Heights	0	Noisy Work Areas	0		
Vibration	0	Confined Spaces	0	Prolonged Driving (periods > 2hours)	2	Working Alone	3		
Overhead Work	0	Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	3	Prolonged Standing (periods > 1 hour)	1		
CHEMICALS				BIOLOGICAL					
Dusts	0	Liquids	0	Pesticide Spraying	0	Herbicide Spraying	0		
Working with Solvents	0	Mists / Fumes	0	Possible exposure to Hepatitis A, B, C	0	Possible exposure to Tetanus	1		
Gases/ Vapours	0	Odours	0	BIOMECHANICAL					
				Repetitiveness	0	Fatigue	1		
ASBESTOS									
Asbestos Awareness	<input checked="" type="checkbox"/>	None of the below					<input checked="" type="checkbox"/>		
Class B Asbestos Removal		Asbestos Removal and Supervision		Asbestos Assessor					
USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes	3	Dust Mask/ Respirator	0	Protective Eyewear	0	Ear plugs/Muffs	0	Hard Hat	1
Provide a brief description of the job requirements:									

- The position requires the carrying out of site visits and investigations on development sites, private properties and sometimes in remote locations. The position also requires occasional off site meetings.
- Other duties are concerned with dealing with members of the public, sometimes in conflict, and duties associated with office work.