

## CITY OF WANNEROO POSITION DESCRIPTION – TEAM MEMBER

<b>POSITION TITLE:</b> Building Surveyor	<b>DIRECTORATE:</b> Planning & Sustainability	<b>DATE:</b> July 2018
<b>REPORTS TO:</b> Senior Building Surveyor	<b>SERVICE UNIT:</b> Approval Services	<b>LEVEL:</b> 5/6
<b>POSITION NUMBER:</b> CB33007 /32205	<b>SUB UNIT:</b> Building Services	<b>ROLE FOCUS:</b> Service
<b>ROLE BALANCE:</b> (People / Scheduling / Technical Work) 10/10/80	<b>JOB FAMILY:</b>	<b>ANZSCO CODE:</b>

### ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

### DIRECTORATE CONTEXT

The **Planning & Sustainability Directorate** is responsible for managing all of the land use planning, development and integrated compliance functions of the City; supporting projects from inception, assessment, approval, and delivery of new developments and communities. The directorate provides effective and proactive planning and compliance services to ensure great places and quality lifestyles.

### POSITION CONTEXT

Under regular supervision of the Senior Building Surveyor, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Service Plan and Performance & Development Review Conversation, by applying skills, knowledge, experience and judgement, guided by established policies, procedures, methods and guidelines to undertake activities where the actions and steps are non-discretionary to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including consultants and contractors; business community; members of the public; and City Leaders and employee.

A challenging aspect of the role is ensuring the consistent interpretation of relevant building and planning legislation, standards and local laws with competing priorities and prescribed time limits. Post holders may be exposed to members of the public who may be agitated and challenging, requiring the use of conflict management, resilience and coping skills. Post-holders must be able to communicate with a wide variety of people in a professional manner, displaying patience, tact and diplomacy when needed.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive approach to change is required.

## FUNCTIONAL ACCOUNTABILITY

Provide a building approval and residential planning service that meets both customer needs and corporate standards within prescribed time limits, ensuring that applications comply with relevant legislation, standards, codes, schemes and local laws.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

## KEY ACCOUNTABILITIES

KEY RESULTS AREAS	OUTCOMES
Collaboration & Teamwork	<ul style="list-style-type: none"><li>• Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.</li><li>• Thinks critically and actively collaborates with colleagues and Leaders.</li><li>• Contributes to the development of business improvement initiatives.</li></ul>
Customers & Stakeholders	<ul style="list-style-type: none"><li>• Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution.</li><li>• Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner.</li></ul>
Efficient & Effective Delivery	<ul style="list-style-type: none"><li>• Provides a building approval and residential planning service, including assessments, inspections and certifications, within prescribed time limits whilst operating in an environment with regular interruptions and competing priorities.</li><li>• Ensures compliance with relevant legislation, standards and the City's policies and procedures to minimise the need to issue refunds if timeframes are not met.</li><li>• Undertakes research and analysis in assigned areas, reviewing alternative solutions and design principles.</li><li>• Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.</li><li>• Proposes innovation and business improvement initiatives within area of accountability activity.</li></ul>
Systems & Processes	<ul style="list-style-type: none"><li>• Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.</li><li>• Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.</li><li>• Contributes to the development of processes and procedures that support the work of the Service Unit.</li></ul>
Resources, Governance, Compliance & Risk	<ul style="list-style-type: none"><li>• Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.</li><li>• Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct.</li><li>• Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation.</li></ul>

**CAPABILITIES REQUIRED**

**Qualifications, Requirements and Experience:**

- Qualification in, or working towards a qualification in a relevant discipline.
- Relevant experience in a similar role.
- Intermediate experience in the efficient utilisation of information systems and technology.
- Registration with the Building Commission as a Building Surveyor is desirable.
- Valid C class Drivers Licence.

**Skills and Knowledge:**

- Intermediate computing, numeracy and literacy skills.
- Intermediate organisational skills with the ability to prioritise competing tasks.
- Intermediate customer service skills.
- Intermediate communication and problem-solving skills.
- Knowledge of the practical application of occupational health and safety measures in the workplace, including operations where interaction with members of the public may be reasonably expected to occur.

**Key Stakeholder Relationships:**

- Support the Manager Approval Services, Coordinator Building Services and Senior Building Surveyor to assist them to carry out their roles.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

**Role Authorities:**

- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

**VERIFICATION**

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

**Leader Name**

Steve Patten

Signature



Date 4 September 2018

**Next Up Leader Name Pas Bracone**

Signature



Date 23 July 2018