



**SOUTHLAND**  
DISTRICT COUNCIL

**POSITION DESCRIPTION**

**Building Control Co-ordinator**

# Building Control Co-ordinator

## Manager

- Building co-ordinator team leader

## Responsible for

- no direct reports

## Purpose of the role

Ensure compliance with the requirements of the Building Act 2004 and provide excellence in administrative and processing support within the building control team, that enables delivery of a timely, seamless, customer centric service to internal and external customers



# OUR VALUES

## CREATING OPPORTUNITIES

**Strive for continuous improvement**

**Embrace change, see it as an opportunity**

**Seek to learn**

**Question the status quo**

## TAKING OWNERSHIP

**Deliver on promises**

Do what you say  
Walk the talk

**Own mistakes and learn from them**

Be up front

**Do the right thing at the right time**

Be solution focused

## WORKING TOGETHER

**Demonstrate honest, open and appropriate communication**

Open to feedback  
Actively listening  
Courageous conversations

**Respecting each other**

Supporting  
Treating fairly  
Recognising needs

**Building and maintaining relationships**

**Sharing knowledge and expertise**

## BEING PROUD TO BELONG

**Have a sense of belonging to SDC and the community**

**Have enthusiasm for Southland**

**Wanting the best for Southland**

**Be proud of what you do and how you do it**

# OUR VISION & MISSION

One community offering endless opportunities.

Working together for a better Southland.





# KEY RELATIONSHIPS

*Who does the job holder work for or interact with?*

## Internal Relationships

- quality assurance lead
- building solutions team members
- environmental services group
- customer support partners
- all other staff as required

## External Relationships

- customers
- ratepayers
- Stantec
- Solutions Team Ltd
- other industry partners

# KEY ACCOUNTABILITIES

*The key responsibilities are provided as a guide only.*

*Performance measures for this job will need further discussion between the job holder and manager as part of the performance development process.*

- first point of contact for building solutions customers to provide external and internal support
- develop understanding of Building Act 2004 legislation
- deliver support for the processing and issuing of documentation across the building control team
- manage the inspection schedule to enable best use of resources and seamless customer service delivery
- allocate and monitor work sent to external contractors for quality and timeliness, according to the Building Act 2004
- prepare and provide quality building documents, ensuring accuracy, consistency of branding and style guide requirements and ensuring these meet requirements under statutory regulations
- ensure all documentation is captured in councils electronic document management system in a timely manner
- be a customer champion, identifying and driving key initiatives to improve the customer experience across end to end processes and partnering with the customer support team to deliver these
- provide assistance in the development and maintenance of engaging customer focused information around building processes ensuring that target audiences are reached
- prepare and provide reports and other documentation required by the team to ensure full compliance with the Building Act 2004 and other building regulations
- ensure compliance with the procedure-process manual in line with best practice and quality assurance principles, to the standard required by IANZ auditors
- ensure all procedures completed are well documented and saved





A bumblebee is perched on a yellow flower, its body covered in black and yellow stripes. A large, thick orange line curves from the top left, looping around the bee and extending towards the bottom right, framing the text.

# ACCOUNTABILITIES **CONTINUED**

- assist with key building control team projects, ensuring awareness and understanding of the wider environmental services group and Council's strategic projects and issues
- utilise technology to best advantage to maximise workflows and resources
- Seek opportunities and assist with implementation of business and system improvement initiatives for the team
- actively promote building services and be part of ensuring the building team are key business partners in all aspects of Council by maintaining a current understanding of Council's business
- proactively contribute ideas and demonstrate a positive attitude that enhances the team and organisational culture



# ORGANISATIONAL ACCOUNTABILITIES

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undertake other activities, duties or projects (including “internal projects”) as directed by your Manager/Group Manager in an efficient and effective manner

attend and participate in Emergency Operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises

assist Council, as required, in managing a civil defence event, having due regard to the safety of your family

responsible for the safe management of Group activities and to support and enable the CEO and the Council as a PCBU to fulfil their duties under the law

champion, comply and promote the Council’s health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe

# EDUCATION & QUALIFICATION

- certificate or equivalent tertiary qualification or equivalent experience

# KNOWLEDGE EXPERIENCE & SKILLS

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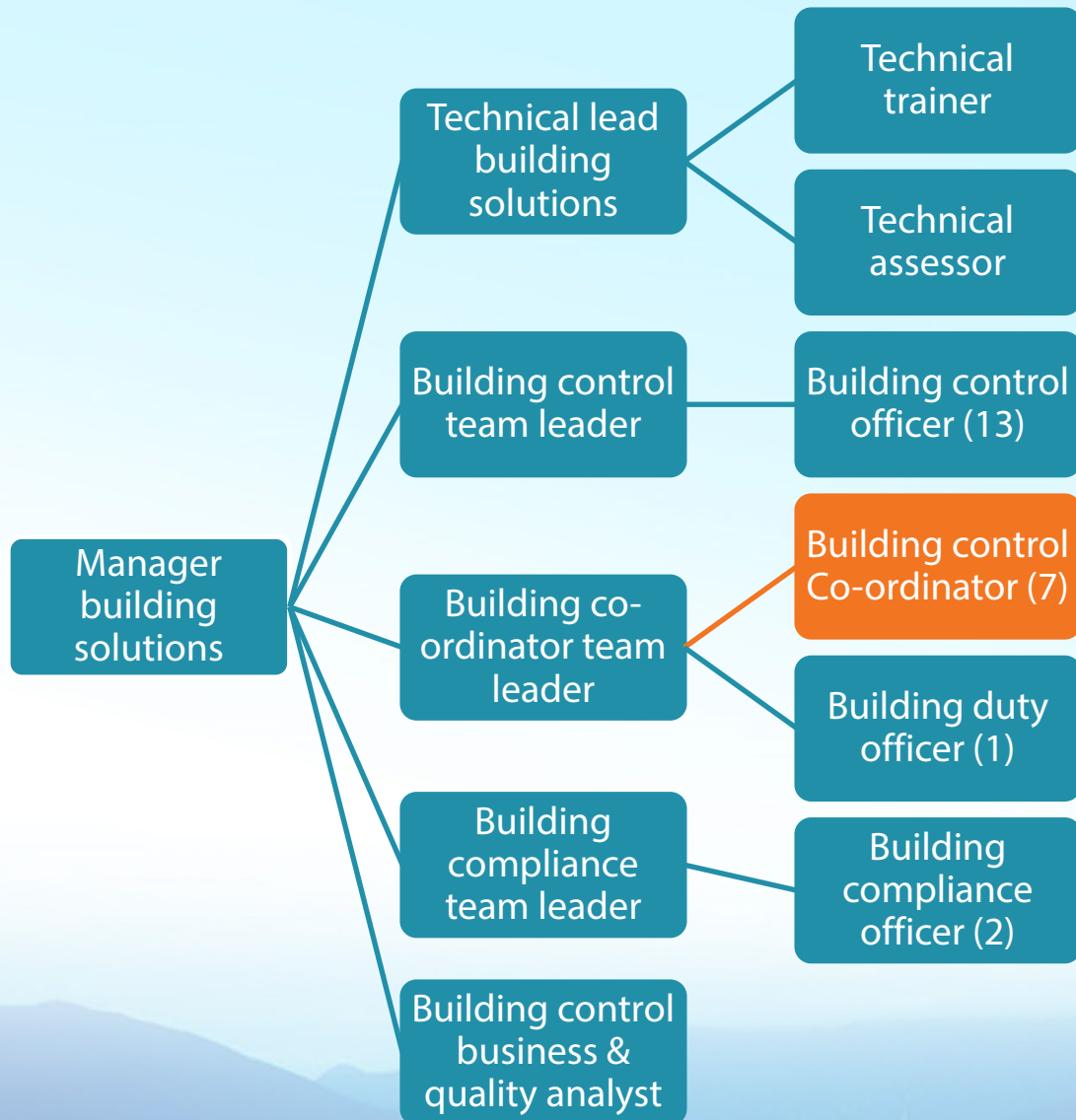
- ability to understand technical information quickly and repackage it into customer friendly language
- strives for continuous improvement, sharing ideas for innovative solutions with your manager
- works collaboratively with others to enhance and/or develop team performance
- develop a sound understanding of the NZ Building Act/Building Code
- exceptional IT literacy skills with a systems orientation including expertise in Microsoft office packages
- excellent written, verbal and interpersonal communication skills
- ability to prioritise tasks and manage timeframes
- produce high quality, creative, and professional work
- good problem-solving skills and sound judgement
- ability to deal with difficult customers
- ability to work independently and unsupervised
- well organised with excellent time management skills





# STRUCTURE

*Where does my role fit?*



## AGREED BY

JOB HOLDER: \_\_\_\_\_

CHIEF EXECUTIVE: \_\_\_\_\_

DATE: \_\_\_\_\_



# **LEADING THE WAY**

