

Position Description

Position title	Coordinator – Building Surveyor	Reports to	Manager - Development Services
Department	Strategy and Development	Status	Permanent Full Time
Position classification	Level 6 or 7 depending on experience	Roles reporting to this position	2
Key stakeholders	<ul style="list-style-type: none"> ○ Council ○ Community ○ Manager - Development Services ○ Building Team ○ General Management group and Management group 		
Special conditions	<ul style="list-style-type: none"> ○ Drivers licence ○ Flexible hours, may include after hours ○ General employment probity and/or Working with children check ○ Based at the Freeling North Office but may be required to work from other Council locations on occasions. 		

Position Purpose

The Coordinator – Building Surveyor oversees the effective functioning of the building team and building development services on behalf of Light Regional Council that enhance the built environment throughout the region and will undertake a lead role in:

- The administration of legislation in relation to building work, to achieve proper standards in the execution and administration of construction, alteration and demolition of buildings and to maintain standards to which buildings must conform.
- Undertake duties as required pursuant to Section 157 of the *Planning, Development and Infrastructure Act 2016*, with respect to Building Fire Safety Committee duties, inclusive but not limited to, collation and distribution of Building Fire Safety Committee agendas and minutes.
- Provision of technical expertise, reports and advice to Council in relation to Council owned property as well as external organisations and the community where it relates to building development.
- Actively contributing to the formulation and review of plans, programs and policies relevant to the function.
- Participate to achieve departmental strategic and business objectives.
- Take part in review processes and embrace amended practices to improve the effectiveness of service delivery linked to community outcomes

The Coordinator – Building Services will play an active role in ensuring the Building Team's commitment to continuous improvement to achieve departmental strategic and business objectives through the regular undertaking of process reviews and embracing change that improves the effectiveness and efficiencies of service delivery.

Our Vision, Mission and Values

Vision

“Respecting the past, partnering with our community, and sustainably creating our future”

Mission

To be regarded as an exemplary Council that puts the people of Light first, while creating a place that is also welcoming to visitors. Through the services we deliver, we will provide the basis for a community that can grow sustainably, but always within our environmental and financial means.

Our Values

As a Council we will be guided at all times by:

- Foundation values of respect, honesty and integrity;
- Showing leadership;
- Having a constant awareness of the community we serve;
- Our need to be financially viable (through the core principles of Growth, Reform Innovation and Discipline);
- Striving for quality outcomes; and
- A focus on achieving positive environmental sustainability outcomes from Council's activities.

These values express how the Council operates, lives, breathes and expresses itself through its daily duties.

Position Link to the Strategic Plan

Goal	Area	Description
1.8	Community	Continued investment and commitment in service delivery, including the updating of related plans, policies, and functionalities in-line with legislated requirements.
2.3	Environment	Advocating, supporting, and delivering place management and placemaking initiatives.
3.2	Investment	Continuing to facilitate the 'Roseworthy Township Expansion' through administrative support.

Required behaviours

Core behaviours	Descriptor
Self-awareness	<ul style="list-style-type: none"> ○ Shows strong emotional intelligence in effectively managing a range of situations. ○ Has insight into own strengths and development areas and uses this to learn and grow. ○ Is open to feedback, including constructive feedback & takes action to address development areas. ○ Proactively seeks opportunities to broaden skills, leadership and personal impact.
Drives performance	<ul style="list-style-type: none"> ○ Achieves results through being focused and working with the intention of creating results that benefit the stakeholders in any given situation, creating value through accomplishments. ○ Celebrates team success and motivates others to achieve positive outcomes.
Collaborates to achieve value-add outcomes	<ul style="list-style-type: none"> ○ Fosters an environment that emphasizes knowledge sharing and group participation. ○ Values, seeks and draws upon a broad range of views before drawing conclusions.
Inspires, connects and motivates	<ul style="list-style-type: none"> ○ Able to be their authentic self. ○ Connects with and advocates the team's vision, mission, values and behaviours. ○ Understands how their individual role serves the functional (department), business and corporate strategy and inspires their peers through the results they deliver.
Champions change and innovation	<ul style="list-style-type: none"> ○ Models and maintains a positive constructive approach to change for the team. ○ Actively encourages and supports creative thinking in self and team and has courage to think outside the box. ○ Is prepared to fail but determined to make a positive difference. ○ Encourages team to identify and report issues, and promptly addresses them.
Lives the values	<ul style="list-style-type: none"> ○ Actively lives and demonstrates the team's values as well as Council values i.e. Leadership; Environmental and Financial Sustainability; and Respect/Honesty/Integrity in all work activities. ○ Understands how the values relate to their work role. ○ Recognises and celebrates collaborative teamwork. ○ Pro-actively addresses situations where the values are not being displayed i.e. not afraid to catch and call.

Required skills

People & leadership competencies	Descriptor
Effective verbal communication	<ul style="list-style-type: none"> ○ Ability to speak confidently, clearly, and with humility (E). ○ Takes an inclusive approach to communication, recognising the diverse needs of internal and external customers (E). ○ Understanding of audience, tone, language, the active listening (E). ○ Excellent literacy skills (E).
Ability to build and maintain relationships	<ul style="list-style-type: none"> ○ High emotional intelligence with an ability to build trust, mutual respect. ○ Mindful, welcomes diversity, open communication, respecting individual contributions and styles.
Effective time management and ability to prioritise tasks	<ul style="list-style-type: none"> ○ Plan, prioritise and allocate tasks to meet individual, team and corporate objectives within the required timeframe.
Exhibit leadership stature	<ul style="list-style-type: none"> ○ Lead by example in expected behaviour and performance standards. ○ Ability to delegate and supervise completion of tasks. ○ Responsible for following the LRC procurement policies and procedures including available procurement templates and risk assessments. ○ Assist team members to solve problems by encouraging members to challenge themselves and develop effective research skills. ○ Display drive and purpose. ○ Proven problem solving and effective decision making.
Develop Others	<ul style="list-style-type: none"> ○ Coach team members in the performance of their duties. ○ Encourage and train team to identify, analyse and control applicable risks and for reviewing and monitoring the same. ○ Ensure staff are appropriately trained to maintain and develop the skills and knowledge to successfully meet current procedural standards. ○ Encourage and acknowledge achievements. ○ Ability to undertake performance reviews for direct reports. ○ Being consistent and equitable.

Self-Awareness	<ul style="list-style-type: none"> ○ Continual development of internal and external self-awareness ○ Awareness of Johari Window
Understand and navigate the organisation	<ul style="list-style-type: none"> ○ Strategic focus and alignment. ○ Seek business opportunities. ○ Continuous improvement and agile approach to change management. ○ Political acumen. ○ Actively participate in organisational initiatives and improvements.
Technical and administrative competencies	Descriptor
Qualifications. Experience and Knowledge	<ul style="list-style-type: none"> ○ Degree in Building Surveying or similar with 5 years' experience in a similar role. ○ Current accreditation as a Building Surveyor issued by the Australian Institute of Building Surveyors or Plan SA ○ Prior experience as a Building Surveyor within local government environment is desirable. ○ Comprehensive knowledge of, and ability to interpret and apply all relevant legislation, regulation, design standards, code of practice etc relating to development and building. ○ Knowledge of Building code and practices, inclusive of the National Construction Code and <i>Planning, Development and Infrastructure Act 2016</i> and allied legislation. ○ Working knowledge of Council plans, programs, policies and procedures, particularly as related to the building compliance function. ○ Good understanding of project and financial management, basic accounting and budgetary considerations. ○ Experience with computer-based planning systems (particularly the SA Planning Portal – 'PlanSA'), database management, and word processing for the drafting of correspondence and reporting formats. ○ The ability to work within a legislative framework whilst also being prepared to pursue and promote Council's services beyond that framework. ○ Experience in negotiation and consultation with the public, state and federal governments and public utilities. ○ Ability to problem solve and exercise judgement related to building and development issues.

<p>Building Assessment and Compliance</p>	<p>This role undertakes the following (but not limited to) tasks:</p> <ul style="list-style-type: none"> o Coordinate the receipt, evaluation and processing of Development Applications in accordance with all requirements under the relevant legislation. o Allocate files, manage workflows and ensure workloads are progressed and completed under the areas of responsibility in accordance with all relevant legislation. o Receive complaints, assign tasks and ensure matters are fully investigated under the areas of responsibility in accordance with all relevant legislation and report on outcomes . o Receive, evaluate and exercise delegated authority in the processing of Development applications for building rules consent and ensure compliance with all legislative requirements under the <i>Planning, Development and Infrastructure Act 2016</i> and <i>Regulations</i>, The National Construction Code and associated legislation. o Provide technical expertise and advice to the Building Team and the community on various, aspects of the legislation and Codes. o Undertake inspections of land where development is proposed, works in progress and completed works to monitor compliance with approved plans and conditions. o Liaise and report to the Manager – Development Services on assessment processes, application trends, potential enforcement actions and appeals, resource needs, coordination of staff leave and changes to policy and procedures or delegations. o Establish and maintain procedures covering areas of responsibility as required. o Under direction of the Manager - Development Services prepare documentation related to Court proceedings and represent Council in matters which proceed to Court. o Under direction of the Manager – Development Services prepare statements of professional opinion in matters of Appeal before the Environment, Resources and Development Court and represent before the Court to give evidence where necessary.
<p>Policy Development and Administration</p>	<ul style="list-style-type: none"> o Administer relevant legislation under Council’s control, particularly: <i>Planning Development and Infrastructure Act, 2016</i> National Construction Code Relevant Australian Standards including the Timber Framing code

	<p>Building industry techniques and technology</p> <p>Ministerial Standard's</p> <p><i>Local Government Act, 1999</i></p> <p><i>Environmental Protection Act, 1993</i></p> <p><i>Disability Inclusion Act, 2018</i></p> <p><i>Local Nuisance and Litter Control Act, 2016</i></p> <ul style="list-style-type: none"> o Participate in the development, monitoring, review and updating of policies, practices and procedures to facilitate improved services. o Prepare reports, as required, on various activities undertaken or achieved as required under the development legislation. o Receive and respond to correspondence relating to building development and associated matters. o Provide professional advice to the community, Council management, staff and the Elected Body regarding all matters within the areas of responsibility. o Provide regular reports to Council on the progress and/or items of significance of all activities related to the building function. o Consult with relevant external organisations as required. o Represent Council at meetings and forums as required.
Leadership and Communication	<ul style="list-style-type: none"> o Supervise the Building Team within the Development Services section of the Council's Strategy & Development Department. o Day-to-day management of the Building Team including workload management supervision and mentoring. o Regular meetings with Building Team members and Manager - Development Services to manage work and information flows and to discuss and monitor key targets and outputs. o Assist the Manager – Development Services with operational responsibilities for HR related matters including management of leave, office attendance and training for the Building Team.
Policies and compliance	<ul style="list-style-type: none"> o Maintain awareness and compliance with all Council and Administrative Policies, Procedures and Codes. Where applicable, ensure all work is undertaken within properly delegated authority, and is compliant with relevant legislation.

Records Management	<ul style="list-style-type: none"> ○ Ensure Records Management activities are in accordance with Council policies and procedures and in accordance with the <i>State Records Act 1997</i>, <i>Freedom of Information Act 1991</i>, and <i>Local Government Act 1999</i>.
Work, Health and Safety	<ul style="list-style-type: none"> ○ Be familiar with and comply with Light Regional Council Work Health Safety policies and procedures. ○ Ensure a full understanding of legislative Work health Safety and Injury Management/Return to Work responsibilities and accountabilities. ○ Promote, supervise and lead by example with the adherence to Council's Safe Systems of Work. ○ Actively contribute to the continuous improvement to Council's WHS system by initiating and developing policies, procedures, safe systems of work and WHS platforms. ○ Report and respond to hazards, incidents or near misses and action safety reports. ○ Take ownership of and initiate hazard and incident investigation in line with Council's procedural requirements. ○ Be actively involved in Injury Management/Return to Work e.g. claims/rehabilitation process. ○ Conduct safety inspections in accordance with legislative and internal Council requirements. ○ Ensure all Work Health and Safety induction and training requirements are met, including workers under your control. ○ Actively contribute to the review of department training needs analysis and WHS training plans. ○ Actively support WHS consultation and communication with workers and their representatives. ○ Take reasonable care of your own safety and ensure your actions do not adversely affect others in the workplace including being under the effects of alcohol or drugs. ○ Actively provide a safe working environment.

Position Key Performance Indicators

Effective engagement with the community, council and staff, including providing prompt, accurate responses to enquiries and guiding advice as required.
Provision of accurate assessment and advice relevant to the position to inform development assessment functions.
Effective provision of professional advice and delivery of functions relevant to the role in accordance with the National Construction Code, <i>Planning Development and Infrastructure Act, 2016</i> and allied legislation.
Provision of effective support to the Council's Building Fire Safety Committee.
Successful processing of Development Applications, including associated functions within the Planning SA Portal.

Attendance of ongoing legislative training relevant to the role.

Participate in the development, monitoring, review and updating of policies, practices, and procedures to facilitate improved services.

Confidentiality

Security and confidentiality is a matter of concern for all persons who have access to information systems. Each person accessing the Light Regional Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information.

Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard.

- Respect the privacy and rules governing the use of any information accessible through the information management system or network and only utilise information necessary for the performance of work duties.
- Respect the procedures established to manage the use of the information management and systems.
- Do not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available in accordance with the Light Regional Council Employee Code of Conduct.
- Do not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.
- Do not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or report, an inaccurate or misleading entry.
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it.
- Understand that all access to systems will be audited regularly.

Persons breaching this standard either during or after serving as an employee of the Light Regional Council, may be subject to penalties, including disciplinary action and dismissal.

Disclaimer

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Job description authorised by		Signature	
Job description agreed by		Signature	
Date job description commenced		Date job description last reviewed	17 November 2023