

Position Description:

Pūkenga Mātai Whare / Building Inspector

Nāu te rourou, nāku te rourou ka ora ai te iwi

With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving our Vision 2030 and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- *Performance Orientation*: A high performer consistently delivering performance outcomes
- *Solutions Focused*: Committed to customer-centred continuous improvement
- *Teamwork*: Contributes effectively within a team providing leadership where appropriate
- *Relationships*: Well-developed interpersonal, and relationship engagement and management skills
- *Collaboration*: Works collaboratively across teams and functions within a matrix organisation
- *Accountability*: Willingly takes accountability and engage in problem solving
- *Te Ao Maori*: Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

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Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency through our Te Haerenga programme.

TE ĀHUA O TE MAHI - JOB SPECIFICATION	
MAHI - POSITION:	Pūkenga Mātai Whare - Building Inspector
RANGATIRA - REPORTS TO:	Team Leader Building - Inspections
KĀHUI - GROUP:	Destination Development
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To provide a customer responsive approach to the delivery of building inspection functions and professional advice across building control.
NGĀ WHAKARITENGA - KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Delivery of solutions-focussed, customer responsive technical building advice and service of a high quality for internal and external customers in a timely manner. • Contribute towards integrated consent and compliance solutions customer-focussed service improvement projects. • Provide service quality, technical inspection of building projects. • Use sound technical judgement and manage risk exposure arising from building inspection activities and legislative requirements. • Contribute to the maintenance of BCA accreditation. • Contribute to internal and external stakeholder engagement. • Provide building control and BCA inspection input and support to the Building Services Manager in the management of quality assurance relating to building inspection. • Compile easily retrievable and robust records relating to building control and maintain relevant data bases. • Provide input to the relevant Building Act related statutory processes including; <ul style="list-style-type: none"> • Building warrant of fitness and pool inspection regime • Certificate of acceptance • All regulations under the Building Act • Dangerous and insanitary building policy • Issuing and follow-up of legal notices as required by the Building Act. • Investigate complaints relating to building work and ensure timely resolution is achieved • Support the Building Services Manager in contributing to regional initiatives in developing shared services. • Be responsible and accountable for compliance with Safety & Wellbeing policies and procedures documented in the Safety & Wellbeing Manual. <p><i>NB: the key accountabilities listed above are not an exhaustive list. You</i></p>

	<p><i>may be expected to undertake additional responsibilities in the course of your employment that are consistent with the purpose of your employment.</i></p>
<p>TE ĀHUA O TE TANGATA - PERSON SPECIFICATION</p>	
<p>NGĀ TOHU - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required:</p> <ul style="list-style-type: none"> • Working towards or holding a National Diploma in Building Control Surveying or relevant qualification. • Able to demonstrate an understanding of regulatory framework (Building Act, Building Code, Building Regulations and other building and construction related legislation) <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in Building Control or a similar related field. • Able to demonstrate an understanding of the building inspection process.
<p>NGĀ PŪKENGĀ - JOB SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Understanding the need to balance customer satisfaction and sustainable economic development objectives with public safety and expectations, environmental considerations, legislation, and the ability to effectively communicate this to customers. • Highly developed interpersonal communication skills with the ability to communicate effectively. • Commitment to a culture of a cross organisational collective accountability approach to integrated consenting and compliance and monitoring outcomes. • Extensive experience in the area of delivery of building control in an operational council or private sector environment. • Actively support and contribute to the delivery of integrated consenting and compliance functions by providing professional building-related advice and work to the Consents and Compliance Solutions teams. • Undertake building-related tasks requiring technical-level expertise, and also tasks requiring technical judgement and sound decision making; which can include but are not limited to: <ul style="list-style-type: none"> • Enquiries. • Inspecting building work and issuing of notices in accordance with the New Zealand Building Act 2004. • Investigate complaints relating to building work. • Understand and contribute to local and central government requirements and policy relating to building control. • Be responsible and accountable for the delivery of job specific responsibilities in line with the department’s programme of work, performing consistently with agreed performance outcomes and outputs. • Ability to work independently as well as collaboratively within an inspirational team

	<ul style="list-style-type: none"> • Well-developed interpersonal and relationship engagement skills with a strong demonstration of a customer, key account and solutions focus • An ability to actively facilitate cross organisational and cross functional services and collaboration in a matrix structure
<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>WHY WE DO IT..... We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p>OUR CORE VALUES – PEOPLE FIRST</p> <p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>