Tūranga Mahi / Position Description:
Pūkenga Whakaae Whare / Building Consent Assessor

At Rotorua Lakes Council, we are driven by the **purpose** for our existence, - by our 'why'. Our 'why' is our customers. We come to work each day to deliver services for our customers, and we keep them at the centre of our organisation's culture. We are committed to building a high performing culture based on our **purpose**.

'How' we work together is defined by our organisational culture and values. What each person does differs from role to role and will change based on the work programme approved by our Elected Council. The tasks that we do in each role are not a purpose in themselves, their purpose is to serve our customers.

To be successful in the role, and to enjoy your employment at RLC by achieving significant results for the community, you will need to take to heart and live the sentiment "The organisation's success is my success – my job is only done when everyone's job is done".

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 78,000 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.

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. Employment at RLC is a unique opportunity to develop your understanding and appreciation of Te Ao Maori, in order to better serve our whole community. As a senior leader in the organisation, you have a key responsibility to lead our people in adhering to our legislative responsibilities to mana whenua.

A top priority is to ensure the health and safety 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 and safety 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.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are

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expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Pūkenga Whakaae Whare - Building Consent Assessor
RANGATIRA - REPORTS TO:	Manager – Building Services
KĀHUI - GROUP:	Community Safety & Regulatory Services
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To provide an integrated customer responsive approach to building control and consenting functions.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: • NIL • No budget responsibility
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	• Council stakeholders • Contracted service providers • Technical professionals in your field • Auditors • Neighbouring local authorities • Mayor and Elected Counsellors • Te Arawa Entities • Rotorua Community & Partnership

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NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	• 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, vetting and technical processing of building consent applications. • Use technical judgement and manage risk exposure arising from building consent activities and legislative requirements. • Contribute to the maintenance of BCA accreditation. • Contribute to internal and external stakeholder engagement. • Provide building control and BCA consenting input and support to the Team Leader and Manager in the management of quality assurance arising from building control consenting activities. • 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; • Building warrant of fitness regime • Pool inspection regime • All regulations under the Building Act • National earthquake prone building identification and registration process • Complaints, PIM's, LIM's as required • Support the Building Services Manager in contributing to regional initiatives in developing shared services. **Note:** This list is indicative and not exhaustive. Employees may be required to perform additional responsibilities consistent with the purpose of their role.

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TE ĀHUA O TE TANGATA - PERSON SPECIFICATION	
NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as quivalent)	**Required:** • Working towards or holding a National Diploma in Building Control Surveying or relevant qualification • Able to demonstrate an understanding and working knowledge of the relevant legislation including. (Building Act , Building Code and Building relevant regulations) **Desirable:** • Experience in Building Control or a similar related field. • Able to demonstrate an understanding of the building control consenting process.
NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• 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. • 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: • Enquiries and pre-application meetings. • Process building consents and issue 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 • 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

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NGĀ MĀTĀPONO: VALUES	**Tai Kawenga – The Flowing Tide** **Tai** means tide or current **Kawenga** refers to values - Those things we carry inside us, and those things that carry us - in our day-to-day lives. Those principles that we value are the ones we take with us. **Purpose** Speaks to why we exist and it is expressed through three ideas that reflect our vision ☺ Customer focused 🤝Community driven ❑ People at the heart **Promise** 🤝 What we commit to delivering, every day **Practices** 😇 How we behave **Principles** ✵ The values we believe in and stand by: Stronger together - Lead with integrity - Challenge

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