



Tūranga Mahi / Position Description:

Kaiurungi Mātai Whare / Team Leader Building - Inspection

At Rotorua Lakes Council, we are guided by Tai Kawenga, which reflects both our purpose and the values that shape how we work together.

Tai means tide or current. Kawenga refers to the values we carry within us and the principles that carry us forward in our daily work. Together, Tai Kawenga provides the foundation for our culture, decision-making, and service to our community.

Our purpose speaks to why we exist and is expressed through three ideas that reflect our vision:

Customer Focused - Community Driven - People at the Heart

How we work together is guided by our **Purpose**, why we exist, our **Promise**, what we commit to delivering every day; our **Practices**, how we behave; and our **Principles**, the values we believe in and stand by:

Stronger Together - Lead with Integrity - Challenge and Innovate - Steward our Future

These principles set the expectations for how we work with colleagues, customers, iwi, stakeholders, and the wider community.

To be successful in this role, you will embrace the belief that:

"The organisation's success is my success. My job is only done when everyone's job is done."

Rotorua Lakes Council serves approximately 78,000 residents and millions of visitors each year. We are committed to continuously improving services for our community and customers.

Rotorua sits in the heart of the Te Arawa region, where approximately 40% of the population identify as Māori. Our bicultural foundation strengthens our understanding of Te Ao Māori and enriches our diverse community. We are committed to honouring our responsibilities to mana whenua and reflecting these relationships in how we work and serve our district.

Health, safety, and wellbeing are a top priority. Safety is everyone's responsibility, and we all play a role in creating environments where people can thrive and return home safely each day.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM). As a result, all employees may be required to undertake CDEM duties in addition to their normal position responsibilities when responding to, or recovering from, an emergency event.

As one team, we are committed to supporting Council's strategic direction, working collaboratively, embracing innovation, and making decisions that contribute to a sustainable future for our district.

Through Tai Kawenga, we recognise that every role contributes to the outcomes we achieve for our community.

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 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:	Kaiurungi Mātai Whare - Team Leader Building - Inspection
RANGATIRA - REPORTS TO:	Manager Building Services
KĀHUI - GROUP:	Destination Developmetn
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To provide an integrated customer responsive approach building inspection and compliance activities by leading the team of consent inspection and compliance professionals and providing sound technical leadership to the building related activities across the organisation.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: • Senior building inspectors • Building Inspectors • Building Compliance Officer – BWOFF • Building Compliance Officer – Pools
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 • Consultants and Contractors • Auditors • Mana whenua • Neighbouring local authorities • Mayor and Elected Counsellors • Local Government New Zealand (LGNZ) • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership • Police • Māori Wardens • Neighbourhood support

**NGĀ MAHI MATUA -
KEY
ACCOUNTABILITIES:**

- Lead the delivery of solutions-focussed, customer responsive technical building advice and service of a high quality for internal and external customers in a timely manner.
- Support the Building Services Manager and Consent and Development Solutions Manager in the development a culture of a cross organisational collective accountability approach to integrated consenting/inspection outcomes including technical resource allocation.
- Lead the provision of technical building control advice across all integrated consenting activities relating to building inspection and compliance matters.
- Provide service quality, technical inspection of consented building work at the highest level.
- Use the highest level of technical judgement and manage risk exposure arising from building inspection and compliance activities and legislative requirements.
- Contribute extensively to the maintenance of BCA accreditation.
- Lead proactive performance improvement and resolution management.
- Lead the Building Control/BCA input into the management of quality assurance and risk exposure arising from inspection and compliance activities, including ensuring compliance with relevant legislation input into notices and infringements issued under the Building Act.
- Undertake technical and process audits to ensure quality objectives are met
- Lead external stakeholder engagement in the areas of building inspection and compliance.
- 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
 - 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
- Approval of infringement notices
- Lead team input into meeting code compliance certificate deadlines in accordance with agreed objectives.
- Review applications for code compliance certificates as necessary.
- Ensuring the inspection and compliance team is maintaining an appropriate level of technical competencies within the team through effective mentoring, training coaching and feedback.
- Supports the Manager to implement change and initiatives and meet the team's goals and objectives.
- Manage team performance and undertake performance reviews and competency audits
- Mentor staff to ensure continued competency development.
- All employees are responsible and accountable for compliance with Safety & Wellbeing policies and procedures documented in the Safety & Wellbeing Manual.
- Take responsibility for working safely and contributing to a healthy work environment by complying with health and safety requirements, identifying and managing risks, and actively supporting a culture of safety, wellbeing, and continuous improvement.

- Support our statutory Civil Defence and Emergency Management (CDEM) obligations by maintaining readiness to undertake assigned emergency management roles, participating in required CDEM training and exercises, and carrying out response and recovery duties as directed during emergency events, in addition to normal position responsibilities.

NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.

There will also be the annual delivery of agreed KPIs.

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required • Relevant tertiary qualification or experience in Building control/consenting or related field • Minimum of 5 years' experience in the area of delivery of building control/inspection functions in an operational council or private sector environment. Desirable: • Able to demonstrate a senior level of understanding and working knowledge of the relevant legislation and the Local Government regulatory framework (Building Act, Building Consent Authority
NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• Understanding the need to balance customer satisfaction and sustainable economic development objectives with public expectations, public safety, 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 compliance and monitoring outcomes. • Experience in building control and a high degree of technical expertise. • Demonstrated strategic and innovative thinking and planning abilities, balanced with pragmatism and an ability to respond to ambiguity • Proven ability to work as part of an inspired team and provide leadership and development for team members • Well-developed interpersonal and relationship engagement and management skills • A history of being a high performer who consistently delivers agreed performance outcomes and outputs • An ability to actively facilitate cross organisational and cross functional services and collaboration in a matrix structure • Strong demonstration of a customer, key account and solutions focus • Proactive engagement and acceptance of accountability and problem solving