Tūranga Mahi / Position Description: Kaihoe Ture - Whare / Building Compliance Officer – BWOF Renewal and Compliance Monitoring

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:	Building Compliance Officer – BWOF Renewal and Compliance Monitoring / Kaihoe Whakaae Whare
RANGATIRA - REPORTS TO:	Team Leader Building Inspection
KĀHUI - GROUP:	Destination Development
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To process annual building warrant of fitness and provide support to the Building - Inspection team by dealing with building compliance and certification related technical enquiries and contributing to the effective and efficient delivery of its core 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 • 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:	**Annual BWOF renewal and compliance monitoring** • Review and process annual building warrant of fitness provided to Council by building owners as required. • Issued NTF and monitor in respect of annual BWOF returns. • Issue infringements in respect of annual BWOF returns. • Compile easily retrievable and robust records relating to BWOF renewals and maintain relevant data bases. • Issue accurate Compliance Schedules (CS) in conjunction with Code Compliance Certificates when necessary. • Amend existing Compliance Schedules as necessary. • Issue compliance schedule statements within statutory time frames for BCA that is not a TA. • Monitor and follow up on existing certificates for public use. **Building warrant of fitness on site audits** • Delivery of solutions-focussed, customer responsive technical building control advice relating to specified systems and the Building Warrant of Fitness (BWOF) regime to all internal and external customers in a timely manner. • Deliver solutions focus audits of premises with a building warrant of fitness in accordance with internal policy to confirm compliance with the Building Act 2004. • During on site audits, ensure that any immediate danger to occupants is identified and mitigated. • Report any trends or immediate danger to Team Leader and action accordingly. • Compile easily retrievable and robust records relating to BWOF inspections and maintain relevant data bases. • Undertake final inspections of buildings with new or amended specified systems to create accurate compliance schedules. • Issued NTF and monitor in respect of onsite BWOF audit findings. • Issue infringements in respect of onsite BWOF audit findings • Contribute to external and internal stakeholder engagement in the areas of CS's and BWOF to enhance understanding and maintenance and inspection performance. • Manage self and organisational risk exposure arising from BWOF audit activities. **Pools** • Delivery of solutions-focussed, customer responsive technical building advice for pool related enquiries. • Deliver solutions focus inspections of existing pools to ensure that any immediate danger is mitigated. • Complete inspections of all pools within a 3 year period. • Work with pool owners in a constructive manner to ensure compliance with the legislation is achieved and maintained • Compile easily retrievable and robust records relating to pool inspections and maintain relevant data bases. • Report any trends or immediate danger to Team Leader. • Manage risk exposure arising from swimming pool inspection activities. • Respond to and resolve complaints relating to swimming pools in a timely manner. • Issued NTF and monitor in respect of onsite pool inspection findings. • Issue infringements in respect of onsite pool inspection findings. • Contribute to external and internal stakeholder engagement in the areas of swimming pools.

	General building complaints • Respond to and resolve complaints, including general building complaints in a timely manner. • Issued NTF and monitor in respect of general complaints. • Issue infringements in respect of general complaints. • 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. **Accessibility & Inclusion** • Demonstrate a commitment to accessibility, inclusion, and equitable outcomes in all aspects of the role. • Consider accessibility and inclusion requirements when developing, delivering, reviewing, or contributing to services, processes, communications, systems, projects, and customer interactions. • Support a workplace culture that values diversity, promotes inclusion, and enables participation for employees, customers, and stakeholders with differing needs and abilities. • Ensure work undertaken as part of the role complies with Council policies, accessibility requirements, and relevant legislative obligations. *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 quivalent)	**Required** • Working Knowledge of the building Industry **Desirable** • General building complaints • Respond to and resolve complaints, including general building complaints in a timely manner. • Issued NTF and monitor in respect of general complaints. • Issue infringements in respect of general complaints.

NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• A general understanding and working knowledge of the relevant legislation to support the Building - Inspection team • Ability to read and understand plans, specifications, technical documents and reports • General understanding of statutory processes • Strong commitment to growing and applying industry knowledge • Highly developed interpersonal communication skills with the ability to communicate effectively with all stakeholders • Commitment to a culture of a cross organisational collective accountability approach to integrated Building Services outcomes • Well-developed knowledge and appreciation of Tikanga Maori. • Well-developed interpersonal and relationship engagement and management skills. • Ability to work independently on own, as well as work collaboratively as part of an inspirational team. • The ability to work unsupervised, and to be self-motivated • Ability to develop and sustain effective relationships with core in-house employees and stakeholders as appropriate • Strong demonstration of a customer solutions focus