Tūranga Mahi / Position Description:
Pūkenga Mātai Whare / Building Inspector

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:	Pūkenga Mātai Whare - Building Inspector

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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 - DELEGATIONS	Direct reports: • NIL
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:	• 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; • 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. • 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 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) **Desirable:** • Experience in Building Control or a similar related field. • Able to demonstrate an understanding of the building inspection 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. • 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: • 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