



# Position Description

## Deputy Municipal Building Surveyor

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

**POSITION TITLE:** Deputy Municipal Building Surveyor

**Award Classification:** Senior Executive Officer

**Department:** Building Services

**Division:** City Growth & Development

**Date Approved:** March 2024

**Approved By:** Chief Executive Officer

### ORGANISATIONAL RELATIONSHIPS:

**Reports To:** Co-ordinator Building – MBS

**Supervises:** Building Team

**Internal Stakeholders:** Council Employees and Managers, Executive Team and Councillors

**External Stakeholders:** Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants, contractors, Victorian Building Authority, Cladding Safety Victoria, Building Appeals Board, legal professionals, interest groups, Melbourne Water, Dept of Human Services, Fire Rescue Victoria.

### POSITION OBJECTIVES

- To ensure Council processes comply the requirements of the Local Government Act, Building Act, Building Regulations and the Building Code of Australia.
- To undertake, action and administer building governance matters in accordance with Council's delegation schedule.



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### KEY RESPONSIBILITY AND DUTIES

- Coordinate and lead the efficient operation of the Building team in all statutory, regulatory, and administrative functions.
- Investigate breaches of the Building Act and Regulations, co-ordinate the preparation of briefs and initiate proceedings in the Magistrates Court, Building Appeals Board etc including communication with Councils legal representation,
- Support the Municipal Building Surveyor in all statutory, regulatory, and administrative functions.
- Investigate and respond to service complaints in accordance with Council's Complaints policy.
- Provide expert advice and assistance on all matters to Council, senior management, other staff members, external organisations, customers, State government organisations and authorities.
- Ensure applications and approvals are processed effectively, accurately, and efficiently to meet agreed service standards and statutory time frames.
- Implement and integrate processes and introduce any new activities required through new legislation or at the direction of Council.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Act as delegate of the Municipal Building Surveyor as defined in Instrument of Delegations under the Building Act 1993 and Building Regulations 2018
- Make decisions under delegated authority under the Building Act, Building Regulations and the Building Code of Australia.
- Act as the Municipal Building Surveyor as required.

### JUDGMENT AND DECISION MAKING

- Ability to independently exercise judgement and make decisions in complex matters.
- Ability to process highly complex and sensitive proposals, processes and communication strategies that lead to an appropriate decision using a professional knowledge of statutory requirements.
- Advanced ability to develop and use principles for decision making for the benefit of consistency.
- Ability to generate creative and innovative approaches in advanced problem solving.

### SPECIALIST SKILLS AND KNOWLEDGE

- Expert knowledge of the Building Act, Regulations, Building Code of Australia, Australian Standards and other relevant legislation.
- High level and advanced understanding of the principles of Performance Engineering and Alternative Solutions.



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- Complete understanding and interpretation of the principles of enforcement provision of the Building Act & Regulations
- Full understanding of the principles of the Report & Consent assessment and approval process
- Thorough understanding of the principles of various statutory approvals such as POPEs, stormwater discharge, property information certificates, 29a, swimming pool registration.
- A proven understanding of the underlying principles of risk management.
- An advanced and proven understanding of the goals and function of the broader organisation and be able to communicate and work towards whole of organisation goals, to advance the objectives of the unit.
- Demonstrated extensive experience in the assessment and enforcement of all classes of buildings.
- Proven ability to identify and analyse options to achieve community expectations in the building surveying field.
- Expert knowledge and ability to interpret building surveying and related legislation, regulations and processes and apply these to complex matters.
- Possess comprehensive knowledge of the building industry, current techniques, systems and materials, methods, and procedures to enable application of responsible judgement and decision making
- Advanced ability to accurately read and interpret working building plans, engineering plans, specifications, and technical literature to enable correct and timely judgements and decisions
- Well-developed analytical, research and investigative skills.
- Advanced financial and budgetary skills.

### **MANAGEMENT SKILLS**

- Ability to set priorities ,organise, assign, and monitor work to meet the required outputs and timelines, achieve service efficiencies and meet budget targets regardless of conflicting priorities.
- Advanced ability to provide leadership including the coordination, supervision, empowerment, and motivation of Building team staff.
- Ability to provide management reporting and analyse trends and take corrective action.
- Excellent time management and self-management skills.
- The ability to manage conflicting deadlines and work in a busy environment to achieve organisational requirements.

### **OCCUPATIONAL HEALTH & SAFETY**

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work



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- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work

### INTERPERSONAL SKILLS

- Highly developed communication skills (written and oral).
- Advanced understanding and high ability with negotiation and conflict resolution skills
- Advanced confidence in decision making and interpretation.
- Confidence in speaking in a public forum.
- Exceptional and proven ability to gain the co-operation of builders, owners, clients and members of the public to achieve the desired outcome.
- Proven ability to develop and encourage team spirit including the effective guidance to supervised staff.
- A sound understanding of customer service principles and effective means of delivery.
- Ability to cope with uncertainty and display flexibility in response to dynamic situations while still achieving required outcomes and supporting team members.

### QUALIFICATIONS AND EXPERIENCE

- **Academic**
  - Tertiary qualification in Building Surveying
- **Experience:**
  - Previous local government experience of at least 10 years in a senior position in a building department with a preference for experience as a deputy municipal building surveyor.
  - Diverse and advanced experience in major project building permit approvals including the inspection of those projects.
  - Demonstrated experience in the administration and enforcement of illegal, dangerous and non-compliant buildings.
  - Experience in a diverse range of building surveying functions including, building permits, inspections, performance assessment reports, alternative solutions and dispensation approvals.
  - Relevant experience in the building industry combined with excellent customer and computer skills.



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- At least 10 years experience in leading, co-ordinating and mentoring a team.

### MANDATORY REQUIREMENTS

- Victorian Driver Licence and VicRoads Licence verification
- Registered Building Practitioner in the category of Building Surveyor - Unlimited.

### CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

### SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- sufficient proof of their right to work in Australia, and
- sufficient proof of their identity.
- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

### KEY SELECTION CRITERIA

- Current registration as a Registered Building Practitioner Category of Building Surveyor Unlimited (BSU) with the Victorian Building Authority.
- Demonstrated experience in local government as deputy municipal building surveyor.
- An excellent understanding of the interpretation and application of the Building Act and Regulations, Building Code of Australia Volumes 1 and 2 and referenced standards and current building practices, including fire engineering principles.
- Good understanding of risk management principles and ability to implement these principles.
- Substantial prior experience in building permit approvals, mandatory inspections, enforcement, performance assessments, report & consents, swimming pool registration and POPEs.
- Proven commitment to high standard customer service and enthusiasm for serving all stakeholders, incorporating the capacity to diplomatically handle customer complaints and a demonstrated ability to develop a positive rapport and collaborative relationships with internal and external stakeholders.