



## Position Details

<b>Position title:</b>	Senior Fire Safety Officer
<b>Award Classification:</b>	Band 8
<b>Department:</b>	Building and Planning Services
<b>Division:</b>	City Development
<b>Date Approved:</b>	June 2026
<b>Approved By:</b>	Manager Building and Planning Services

### Organisational Relationships:

<b>Reports To:</b>	Coordinator Building / Municipal Building Surveyor
<b>Supervises:</b>	Assistant Fire Safety Officer
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors
<b>External Stakeholders:</b>	Residents, members of the public, government representatives, Statutory Authorities, Fire Rescue Victoria, Building Practitioners, Building & Plumbing Commission, Consultants and Contractors.

## Position Objectives

- To lead and investigate Council's response to the administration and enforcement of the Building Act 1993 - primarily in fire safety.
- To generate processes to effectively implement Council's Fire Safety program
- To support the implementation and administration of Council's Risk Management Plan & Policy

### Key Responsibilities and Duties

- Conduct building and fire safety audits and inspections, ensuring compliance with essential safety measure requirements, and initiate enforcement action preparing Part 8 enforcement under the Building Act and Regulations.



- Provide professional advice across multiple channels, manage counter enquiries, liaise with internal teams, the MBS, and external agencies to deliver effective service.
- Maintain registers and inspection records, track property statistics, enforcement status and outcomes and prepare reports and data for the MBS and other stakeholders.
- Act as the delegate of the Municipal Building Surveyor on a rotating roster basis on matters requiring after hours emergency attendance.
- Supervise the Assistant Fire Safety Officer and provide training and mentoring to the Assistant Building Surveyors.

## Accountability and Extent of Authority

- Act as delegate of the Municipal Building Surveyor, exercising powers under the Building Act, Regulations, with decisions subject to legislation, policies, and organisational goals.
- Serve as the primary officer responsible for administering fire safety provisions under the Building Act 1993 and Council policy across the municipality.
- Provide specialist advice and contribute to the development of policies, procedures, and strategic plans with significant organisational and community impact.
- Take enforcement action where required, including gathering evidence, issuing notices and orders, and supporting prosecutions to ensure safe building outcomes.
- Deliver expert guidance to residents, builders, professionals, and internal staff on building and fire safety regulations, and represent Council at hearings or court proceedings.
- Liaise with the Fire Rescue Victoria and other stakeholders, report on-site issues to the MBS, and implement initiatives as directed.
- Exercise professional judgement on-site within regulatory frameworks, negotiate compliant outcomes, and remain accountable for ensuring building safety and regulatory adherence.

## Judgement and Decision Making

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

## Specialist Skills and Knowledge

- Expert knowledge of the Building Act, Regulations, Building Code of Australia, Australian Standards, and other relevant legislation.
- Thorough understanding of the principles of enforcement provision of the Building Act & Regulations.
- Thorough understanding of the fire engineering and alternative solution process including the ability to review and decipher fire engineering reports.
- A proven understanding of the underlying principles of risk management.



- An understanding of the goals and function of the broader organisation and ability to communicate and work towards whole of organisation goals, and 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 compliance and safety outcomes.
- Demonstrates advanced knowledge of building legislation, industry practices, materials, and processes, with the ability to interpret complex matters and apply sound professional judgement in decision-making.
- Well-developed analytical, research and investigative skills

## Management Skills

- Ability to set priorities of own work, as well as organise, assign, and monitor work of others (i.e. Assistant Building Surveyors) to meet the required outputs and timelines, achieve service efficiencies and meet budget targets.
- Demonstrated ability to provide supervision and mentorship, including the ability to mentor and train, empower, and motivate staff within the building team.
- Well-developed time management and self-management skills.
- The ability to manage conflicting deadlines and work in a busy environment to achieve goals and objectives.

## Interpersonal Skills

- Highly developed written and verbal communication skills.
- Well-developed negotiation and conflict resolution skills.
- Confidence in decision making and interpretation.
- Confidence in speaking in a public forum.
- A proven ability to gain the cooperation of relevant stakeholders including 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.
- Advanced negotiation, conflict resolution and problem-solving skills.
- Ability to cope with uncertainty and demonstrate flexibility in dynamic situations.

## Qualifications and Experience

- **Academic:**
  - Tertiary qualification in Building Surveying.
  - Successful completion of the performance building and fire code course would be an advantage.



- **Experience:**

- Previous local government experience in a senior position in a building department with a preference for experience in regulatory enforcement functions.
- Demonstrated experience in the administration and enforcement of essential safety measures for complex buildings.
- Experience in the assessment and implementation of performance based building and fire codes
- Experience in a diverse range of building surveying functions.
- Relevant experience in the building industry combined with excellent customer service and computer skills.
- Experience in mentoring and training junior team members.

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## Mandatory Requirements

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

## Child-Safe Standards

- Maintain a child safe culture at 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.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.



## Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

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
- Sufficient proof of their identity.
- 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)
- Provide response to how you have demonstrated senior-level experience within a local government building department, including regulatory enforcement functions, with proven capability in administering and enforcing essential safety measures for complex buildings, including the assessment and implementation of performance-based building and fire codes
- Good understanding of risk management principles and ability to implement these principles.
- 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
- Demonstrated commitment to delivering high-quality customer service, with the ability to diplomatically negotiate competing and conflicting agendas, while building positive, collaborative relationships with internal and external stakeholders
- Demonstrated experience in the supervision, mentoring and training junior team members

*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.*

### Our values

Working together  
Performance

Creative and strategic thinking  
Courage and integrity

Personal growth  
Accountability, Community First



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# Position Description

PD Senior Fire Safety Officer - June 2026

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