



Position Details

Position title:	Assistant Building Surveyor
Award Classification:	Band 6
Department:	City Development
Division:	City Growth & Development
Date Approved:	March 2026
Approved By:	Manager City Development

Organisational Relationships:

Reports To:	Co-ordinator Building / Municipal Building Surveyor
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Assist in the efficient operation of the Building team in the regulatory, administrative and enforcement functions.
- Assist in the assessment and processing of all building permit applications, report & consents and POPE approvals.
- The position deals with regulatory matters and provides advice and assistance to other staff within and outside the building unit and to Council.

Key Responsibilities and Duties

- Assessment and processing of building applications, report & consents and POPE approvals for approval in accordance with the Building Act, Regulations, BCA, Australian Standards and other relevant legislation.



- Attend to counter and telephone general enquiries by the public, ratepayers and professionals alike.
- Prepare Direction to Fix, Building Notices and Orders in accordance with the Building Act.
- Provide professional advice to applicants, professionals, ratepayers and the general public.
- Contribute to the development and improvement of Councils operating program and systems
- Perform a range of duties as required by the Municipal Building Surveyor commensurate with the employee's duties and skills.

Accountability and Extent of Authority

- Act as delegate of the Municipal Building Surveyor as defined in Instrument of Delegations under the Building Act and the Building Regulations.
- Assess and prepare Building Permits, Occupancy Permit, Certificates of Final Inspection, Direction to Fix, Building Notices and Orders, POPEs, report & consents under the supervision of the senior building surveyor.
- Building Act, Building Regulations and the Building Code of Australia.

Judgement and Decision Making

- Ability to exercise judgement and make correct decisions in the assessment of applications under the Building Act & Building Regulations
- Use judgement to make decisions and determine appropriate actions in accordance with the Building Act, Building Regulations and associated Codes, Standards, Local Laws, Council policies and delegations.
- Guidance and advice will be available from senior staff including the municipal building surveyor.

Specialist Skills and Knowledge

- Comprehensive knowledge of the Building Act, Building Regulations, Building Code of Australia, Australian Standards and other relevant legislation
- An understanding of above as it relates to the application at the Local Government level
- Demonstrated experience in the assessment of building permit applications, Occupancy Permit, Certificates of Final Inspection, Direction to Fix, Building Notices and Orders, POPEs, report & consents.
- An understanding of the principles of risk management
- To understand 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
- Attention to detail
- Well developed analytical, research and investigative skills
- Ability to use the relevant information technologies including personal computer software such as Microsoft Word, Microsoft Excel, Microsoft Outlook, Power Point and One Council / TechOne.



Management Skills

- Ability to manage own time, plan and organise own and / or others work and / or resources at a advanced level.

Interpersonal Skills

- Highly developed communication skills (written and oral).
- The ability to gain the co-operation of co-workers, applicants and the public in a friendly and co-operative manner.
- The ability to develop and encourage a team spirit.
- A sound understanding of customer service principles and effective means of delivery.
- Negotiation, conflict resolution and problem solving skills
- Confidence in decision making and interpretation
- Ability to cope with uncertainty and display flexibility in response to dynamic situations. Guidance and advice will be available.

Qualifications and Experience

- Tertiary qualification in building surveying.
- Eligibility to be make an application as a registered building practitioner.
- Previous experience in Local Government is desirable.
- Prior building surveying and inspection experience with a municipal or private organisation.

Mandatory Requirements

- 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

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

- Tertiary qualification - Building Surveying.
- Prior experience as an Assistant Building Surveyor in Local Government or private surveyor in all disciplines including building permit applications, Occupancy Permit, Certificates of Final Inspection, Direction to Fix, Building Notices and Orders, POPEs, report & consents.
- Highly developed research, analytical, oral and written communication skills.
- Competency in the use of the relevant information technologies including Microsoft Word, Microsoft Excel, Microsoft Outlook, Power Point and One Council / TechOne.
- Demonstrated commitment to providing a high level of customer service in a team environment including the capacity to manage priorities, work in a team and meet deadlines in a methodical and effective manner.
- An understanding of risk management principles and ability to implement these principles.



Position Description

PD Assistant Building Surveyor March 2026

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