

City of
Norwood
Payneham
& St Peters

Graduate Building Inspector

POSITION & PERSON DESCRIPTION

August 2020

GENERAL

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *City Plan 2030; Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.

The Position & Person Description also provides the basis upon which selection criteria for the position are determined.

DEPARTMENT:	Urban Planning & Environment
UNIT:	Development Assessment
ORGANISATIONAL RELATIONSHIP:	Manager, Development Assessment The Position is also expected to work in collaboration with the Urban Planning Unit and the Customer Service Unit.
NO. OF DIRECT REPORTS:	Nil
AWARD & CLASSIFICATION:	South Australian Municipal Salaried Officers Award and City of Norwood, Payneham & St Peters Municipal Officers' Enterprise Agreement. General Officer, Level 3 <i>Subject to qualifications, skills and experience</i>

OVERVIEW

The Building Inspector is responsible for the inspection of buildings as required under the *Development Act 1993* (and subsequently the *Planning Development and Infrastructure Act 2016*), the assessment of applications under Division 6 of the *Local Government Act 1999* regarding the control of work on roads, together with associated inspection, monitoring and compliance. A key focus of the role, is the inspection of building sites throughout the City, to ensure compliance with the Building Rules and monitor damage caused by development to Council infrastructure.

Other responsibilities include responding to local nuisance matters pursuant to the *Local Nuisance and Litter Control Act 2016*, installing notices on land in accordance with the *Planning Development and Infrastructure Act 2016* and liaising with Applicants and external organisations in relation to development assessment matters.

The Building Inspector will, through the outputs set out above, assist in the delivery of an efficient and effective assessment process, ensure that buildings comply with the building rules upon construction and the Council's infrastructure at building sites is maintained in good condition.

ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have adopted the Business Excellence Framework as a mechanism for implementing continuous improvement and as part of this we have developed and adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below and attached to this document) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.

Our Values are:

<i>Our People</i>	We are passionate, committed, empowered and accountable and we recognise the contribution of others.
<i>Working Together</i>	A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done.
<i>Leadership</i>	Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.
<i>Excellence</i>	We strive for excellence in everything we do and we encourage innovation and quality.
<i>Integrity</i>	We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.
<i>Service</i>	We seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.

POSITION OBJECTIVES

- To contribute to the overall good governance of the City in respect to Development Assessment procedures.
- To positively contribute towards the Council meeting its obligations under the *Development Act 1993* and subsequently the *Planning Development and Infrastructure Act 2016* in respect to the inspection of buildings.
- To positively contribute towards the minimisation of unresolved damage caused to Council Infrastructure during development.
- To ensure that through inspection, monitoring and enforcement, the Council is able to achieve best practice outputs and outcomes in respect to the safety of the built environment.
- To assist the Council to meet its obligations under equal opportunity and Work Health and Safety legislation.

KEY RESULT AREAS

- **Operational Responsibilities**
 1. Development Compliance
 2. Control of Works on Roads
 3. Local Nuisance Matters
- **Organisational Responsibility**
 1. Corporate Governance
 2. Environmental Sustainability
 3. Work, Health & Safety and Injury Management
 4. Organisational Values

OPERATIONAL RESPONSIBILITIES

Key Responsibilities & Key Tasks

1. DEVELOPMENT COMPLIANCE

- Undertake inspections, in accordance with the Council's Building Inspection Policy where development is proposed, development is in progress, or has been completed to ensure compliance with approved plans and conditions of approvals.
- Undertake investigations, follow up and efficient action in relation to unlawful development activities
- Achieve the relevant requirements of the Development Compliance & Performance Monitoring Framework.

Performance Indicators

- Increased compliance with Development Authorisations.
- Reduced incidences of breaches of Conditions of Development Authorisation.
- Increased resolution of issues without the need for Court intervention.
- Continued and demonstrated improvement in the implementation of the Building Inspection Policy

2. CONTROL OF WORK ON ROADS

- Assess applications under Division 6 of the *Local Government Act 1999*, such as for (but not limited to) driveway crossovers, service trenches and temporary footpath closure.
- Undertake dilapidation reports on development sites pre-development and post-development, to record the condition of the adjacent Council infrastructure, in order to be able to identify damage caused by development and enforce the rectification of any such damage.

Performance Indicators

- A reduction in unresolved damage caused to Council infrastructure at construction sites, including footpaths and street trees;
- Safe environments on and around footpaths where work is being undertaken.

3. LOCAL NUISANCE MATTERS

- In conjunction with the Compliance Officer, Planning Services, investigate and action Local Nuisance Complaints.

Performance Indicators

- Timely resolution of Local Nuisance Complaints.

4. NOTICES ON LAND

- Place notices on land in accordance with the public notification requirements of the *Planning Development and Infrastructure Act 2016*.
- Monitor and remove notices from land at the end of public notification periods.

Performance Indicators

- Achievement of statutory obligations with respect to the placing of notices on land.

ORGANISATIONAL RESPONSIBILITIES

Key Responsibilities & Key Tasks

1. CORPORATE GOVERNANCE

- Contribute to the development of Corporate & Departmental Business Unit Plans.
- Promote and develop the Council's image, standing and role in the community as and where the opportunity presents itself.
- Demonstrate and promote a "customer first" approach when dealing with the community.
- Contribute to the delivery of quality services and identify areas for service delivery improvement.
- Demonstrate and promote Equal Employment Opportunity (EEO) principles in the workplace.
- Contribute to the organisations continuous improvement program (Australian Business Excellence Framework - ABEF).
- Observe, uphold the Organisational Values and conduct all business affairs in accordance with Our Values and Community Well-Being Model.
- Pursuant to Section 10 of the *Local Government Act 1999*, observe and uphold the Code of Conduct for Council Employees.

Performance Indicators

- Positive participation in the Corporate & Departmental Business Unit planning processes.
- Positive image of Council is portrayed at all times.
- Increase in satisfaction with regard to the delivery of quality services.
- Increased awareness of and compliance with Fair Treatment and Equal Opportunity Principles.
- Organisational values (Our Values) observed at all times.
- Participation in all Australian Business Excellence Framework (ABEF), or equivalent programs, as required.

2. ENVIRONMENTAL SUSTAINABILITY

- Consider and ensure best environmental sustainability practices in line with *Outcome 4: Environmental Sustainability*, of the Council's *CityPlan 2030: Shaping Our Future*, when undertaking duties and in the delivery of services.

Performance Indicators

- Demonstrated commitment to environmental sustainability when undertaking work-related duties.
- Timely reporting of environmental incidents as per the *Accident / Incident Report Form (WHS-02680)*.

3. WORK HEALTH & SAFETY AND INJURY MANAGEMENT

- In accordance with Section 28 of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.

Performance Indicators

- Increased awareness of and compliance with WHS legislation.
- Safe working practices utilised and WHS compliant.
- Competency levels maintained and up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidence.

4. ORGANISATIONAL VALUES

- Responsible for ensuring that the Organisational Values (Our Values) are observed at all times in the discharge of all responsibilities, accountabilities and outcomes.

Performance Indicators

- Compliance, observance and adherence to Organisational Values (Our Values) at all times.

PERSON SPECIFICATION

QUALIFICATIONS AND/OR EXPERIENCE

- Essential: Eligible for Building Level 4 Accreditation under the Accredited Professionals Scheme.
- A valid Class 1 Driver's Licence
- Desirable: Demonstrated experience in building inspections and an understanding of development assessment.

KNOWLEDGE

- Desirable: A sound understanding of general office practices and procedures.
- Desirable: Demonstrated working knowledge of the Building Code of Australia, the Development Act 1993, Planning Development and Infrastructure Act 2016, Local Government Act 1999, Local Nuisance and Litter Control Act 2016, Work Health & Safety and other related codes and standards.
- Desirable: A sound knowledge of development assessment techniques, procedures and processes.
- Desirable: Demonstrated knowledge of the relevant legislation, including the following:
 - Real Estate Property & Titles;
 - Local Government Administration;
 - Environment Protection;
 - Water Management;
 - Public & Environmental Health;
 - Electricity Provision;
 - Equal Opportunity.

SKILLS

- Demonstrate a work ethic compatible with the culture and values, specifically:
 - Enthusiasm;
 - Professionalism;
 - Customer service and team orientation;
 - Innovation.
- Ability to communicate effectively at all levels with staff, the public and Government Agencies both verbally and in writing.
- Interpersonal skills to work as a team member with development assessment officers and customer service staff in particular.
- Desirable: High level of competence with relevant computer applications.
- Ability to negotiate effectively and resolve conflicts.
- An ability to manage multiple tasks within reasonable time frame.
- A flexible approach to tasks.
- Ability to undertake comprehensive research and to clearly and concisely report the findings.

PERSONAL ATTRIBUTES

- Taking pride in quality of work outputs and outcomes.
- Capable of caring and acting courteously.
- Willingness to be innovative and flexible.
- Ability to work in isolated settings, group settings and within a team environment.
- Commitment to customer service philosophy values and practices.
- Be self motivated and conduct business in an honest and respectful manner, maintaining a high level of professionalism at all times.

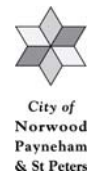
DELEGATION & AUTHORITY

- As set out in the relevant Delegations Schedule as approved and varied from time to time by the Council.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance
- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and other relevant staff development and maintain competency levels.
- Some out of hours work including attendance at public meetings, or development sites, may be required from time to time.

**GRADUATE BUILDING INSPECTOR
POSITION & PERSON DESCRIPTION
August 2020**



**DATE POSITION & PERSON DESCRIPTION
CREATED:**

March 2020

DATE CURRENT INCUMBENT APPOINTED:

DATE CURRENT INCUMBENT COMMENCED:

EMPOWER REVIEW SCHEDULED FOR:

Annually

AGREEMENT:

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties, skill requirement and the expected outputs and outcomes for the position of Graduate Building Inspector.

APPROVED BY:

Mario Barone
Chief Executive Officer

Date

Carlos Buzzetti
General Manager, Urban Planning & Environment

Date

Mark Thomson
Manager, Development Assessment

Date

This Position & Person Description which reflects and describes the responsibilities, duties, skill requirements and the expected outputs and outcomes for the position of Building Inspector has been read and agreed to by

Building Inspector

Date

Our Values Behaviour Statements

Individual Behaviour

Organisational Behaviour



Our People

- I take responsibility for my own actions.
- I commit to being approachable, positive and contributing 100%.
- I am thoughtful, respectful and interested in others.

Our People

- We engage with and have confidence in the ability of Our People.
- We appreciate differing work/life balance requirements.
- We encourage Our People to seek career-relevant opportunities for personal and professional development.



Working Together

- I offer praise and encouragement to my peers.
- I pull my own weight and willingly contribute to share the load.
- I commit to listening and being open to new ideas.

Working Together

- We are aware and respectful of individual skills, needs and abilities.
- We are committed to removing barriers and silos.
- Communication is a key element of effectively working together.



Leadership

- I am a role model and I demonstrate this in my daily behaviour.
- I make time for all others.
- I provide and am receptive to constructive feedback.

Leadership

- We offer support and encouragement.
- We are consistent in our leadership and sustainable decision-making.
- Our expectations are reasonable and we provide clear direction.



Excellence

- I take pride and ownership in my work.
- I aim to be the best I can be.
- I am willing to go above and beyond.

Excellence

- We recognise and celebrate high achievement and innovation.
- We are committed to the Australian Business Excellence Framework (ABEF).
- We seek and foster the best in Our People.



Integrity

- I am open, honest and reliable.
- I am respectful of others opinions.
- I am efficient, effective and outcome focused.

Integrity

- We offer a safe and supportive working environment.
- We are open, honest and transparent in all our business endeavours.
- We are the role model for our community.



Service

- I understand and uphold the 'big picture' service of our organisation.
- I am empathetic and adaptable to customer needs.
- I am willing to assist wherever possible.

Service

- We have the right people in the right jobs.
- We engage with our community to understand their needs.
- We are committed to best quality customer service.



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