

DEVELOPMENT OFFICER, BUILDING

POSITION DESCRIPTION

Department: Urban Planning & Environment
Unit: Development Assessment
Section:
Reports To: Reports to the Manager, Development & Regulatory Services

The Position is also expected to work in collaboration with the Senior Development Officer, Building; Development Assessment staff; Citizen Services staff and other staff across the organisation.

Direct Reports: Nil.
Classification: South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 5

Special Conditions: Some out-of-hours attendance at Council or committee meetings, workshops or information sessions may be required from time to time.

PURPOSE

The Development Officer, Building is responsible for the timely, accurate and transparent assessment and enforcement of all types of Development Applications in respect to Building Rules matters, in accordance with the Planning Development & Infrastructure Act 2016 and repealed legislation, the Building Code of Australia and other relevant legislation.

Other responsibilities include contributing to the review and implementation of the Council's Building Inspections Policy, participating in and administering the Building Fire Safety Committee, liaising with Applicants and external organisations in relation to development assessment matters and acting as a reference point for staff in respect to providing expert advice on building matters.

The Development Officer, Building will, through the outputs set out above, assist in the delivery of an efficient and effective assessment process which, in turn will result in the creation of an urban environment which aligns with the Council's Vision for the City.

KEY RESPONSIBILITIES

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 in respect to Development Assessment and Development Compliance under the Planning Development & Infrastructure Act 2016, the Building Code of Australia and other relevant legislation.
- To ensure that through the Development Assessment process, the Council is able to achieve best practice outputs and outcomes in respect to the built and natural environment.
- To assist the Council to meet its obligations under equal opportunity and Work Health & Safety legislation.

Development Assessment

- Provide accurate, timely and transparent assessment of applications for Building Rules Consent to ensure compliance with all requirements of the Planning Development & Infrastructure Act 2016 and repealed legislation, The Building Code of Australia and other relevant legislation, standards and guidelines.
- Undertake inspections, as necessary, in accordance with Council Policies and Practice Directions as set by the State Government where development is proposed, development is in progress or has been completed to ensure compliance with approved plans and conditions of approvals.
- Ensure that all delegated decisions are made in a timely, accurate and transparent manner.
- Liaise with and report to other members of the Development Assessment Unit as necessary, on matters such as the issuing of notices, suggested prosecutions, change in policy, procedures or delegated authority, interpretation of legislation and assessment of applications.

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- Liaise with members of the public and external organisations in relation to development assessment matters.
- Act as a reference point for staff on building matters.

Development Compliance / Compliance

- Undertake investigations, follow up and efficient action in relation to unlawful development activities and from time to time, local nuisance matters, under the Local Nuisance & Litter Control Act 2016.

Policy Review and Development

- Assist to identify opportunities for improvement in the review of policies and procedures related to the delivery of building related services.

Building Fire Safety

- Undertake investigations, follow up and enforcement action in relation to Building Fire Safety matters, in consultation with the Senior Development Officer, Building.
- Participate in and positively contribute to Building Fire Safety Committee meetings, if required.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Accreditation or be eligible to be accredited as Building Level 1, Building Level 2 or Building Level 3 Accredited Professional under the State Government scheme.
- Demonstrated working knowledge of the Building Code of Australia, the Planning Development & Infrastructure Act 2016, Work, Health & Safety and other related codes and standards.
- A minimum of three (3) years' experience in a related role.
- Interpersonal skills to work as a team member with development assessment officers and customer service staff in particular.
- High level of competence with relevant computer applications.
- Ability to communicate effectively at all levels with staff, the public and Government Agencies both verbally and in writing.
- Well-developed negotiation and conflict resolution skills.
- An ability to manage multiple tasks within reasonable time frame and in a flexible and adaptive manner.

DESIRABLE CRITERIA

- A sound understanding of general office practices and procedures.
- A sound knowledge of development assessment techniques, procedures and processes.
- Demonstrated experience in the application of building assessment and an understanding of planning assessment.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Current drivers licence.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

All Workers Are responsible for:

- Prioritising safety in the workplace.
- Taking reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
- Complying with legislation, policies, procedures and participating in WHS training.
- Proactively identifying and reporting hazards, incidents, injuries and property damage, using appropriate reporting systems.

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- Using tools and equipment correctly to protect the health and safety of yourself and others.
- Ensuring you are medically and physically fit to undertake the requirements of your position.
- Following reasonable safety instructions.
- Not attending work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

WHO WE ARE



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AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

Insert Name of Incumbent.
DEVELOPMENT OFFICER, BUILDING
Date _____