



<b>JOB TITLE</b> Technical Officer – Consent & Reports	<b>CLASSIFICATION</b> Band 6	<b>REPORTS TO</b> Coordinator Municipal Building Surveyor
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**WHAT WE TRUST YOU TO DELIVER**




- Carry out all administration and enforcement functions within the Building Act 1993 under the supervision of the Coordinator Municipal Building Surveyor
- Receive, assess and prepare reports on applications or referrals for siting and non-siting matters received by Council
- Represent Council and prepare for hearings at the Building Appeals Board for Council or delegate decisions that are appealed
- Interpret and apply legislation, regulations and policy that relate to consent and report (dispensations), and make decisions and recommendations in respect of applications

**WHAT YOU'LL NEED TO THRIVE**




- Extensive experience in administering consent and report (dispensations) function within local government, including some experience presenting to the Building Appeals Board or similar statutory body
- Working knowledge of the Building Act 1993, Building Regulations, Ministers Guidelines and relevant Council policy and ability to apply this knowledge when considering applications
- Highly developed writing skills to receive, assess and prepare reports on applications and prepare for hearings
- Excellent interpersonal and verbal communication skills with the demonstrated ability to persuade and gain the cooperation of a diverse range of internal and external stakeholders
- Strong attention to detail and organisational skills, with the demonstrated ability to handle multiple tasks/projects at once while consistently meeting deadlines
- Demonstrated ability to work in a team environment and positively contribute to the team
- Tertiary qualification in building surveying, town planning or relevant field, together with relevant experience

**WHAT WE'LL DO TO SUPPORT YOU**




- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working
- Deliver opportunity for genuine engagement and collaboration across all levels of the business
- Commit to your long term growth and career development
- Provide access to our Executive Team to share ideas and make a positive difference across the organisation

**WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE**



**VISION** Council will be an inclusive, healthy, creative, sustainable and smart community  
**VALUES** Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

**OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE**



<b>CAPABILITY</b>	Technology Savvy	Systems Thinking	Inspiring People	Customer Centric
<b>LEVEL</b>	3	3	3	3
<b>CAPABILITY</b>	Developing self & others	Building Relationships	Communicating & Presenting	Delivering results
<b>LEVEL</b>	3	4	4	3