



Building Review Officer

Customer and Community

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

About the position

This position sits within the **Customer and Community group**. This group provides facilities and services that help create a safe, vibrant and inclusive city – community facilities, parks and recreation, customer services, City Safe, and resilience and regulatory services. Read on to find out more about the role.



What you will do

In this role, you will be a technical specialist responsible for processing building consent applications and project information memoranda for compliance with the Building Act 2004, Building Regulations, Building Code and associated standards.

Building Review Officers ensures a customer-centric focus with the delivery of exceptional customer service as a key measure of success in this role.

Reports to	Building Review Manager
Responsible for (total number of staff)	0
Delegation	\$0
Budget	\$0

Key responsibilities

Some of the **key responsibilities** for this role include:

- Receive and process applications for building consent ensuring compliance with the Building Act, Building Code and associated standards.
- Receive and process project information memoranda in accordance with the Building Act.
- Ensure the building consent and project information memoranda applications are processed within timeframes in the Unit Plan and within statutory timeframes.
- Grant and issue Building Consents.
- Provide accurate and timely advice to the public and other staff on building, plumbing and drainage information and plan processing matters.
- Be assessed for their own competence and to show compliance with Regulation 10 of the Building Regulations 2006.

- Ensure own compliance with Regulation 18 of the Building Regulations 2006.
- Be responsible for own on-going learning and development.

How you will do this

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

Your mindset, skills, knowledge, and experience

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

You bring to the role

- Self-Awareness that mindset is the foundation of performance and an ability to develop self and others in this regard.
- Hold an appropriate New Zealand technical Regulation 18 qualification.
- National Diploma in Building Control Surveying (Small and/or Medium/Large buildings) or NZ diploma in Building Surveying (preferred, not essential).
- Sound knowledge and experience with the building controls regulatory framework, including Building Act 2004, Building Code and related standards.
- Knowledge of design and construction principles and practices.
- Ability to work without supervision and prioritise workload.
- Attention to detail and commitment to produce high quality work.
- Ability to read and understand legislation.

- Ability to read and understand building plans and documentation.
- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external).
- Computer, keyboard and data entry skills.

Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

Civil Defence

Completes Civil Defence training and participates in events as required.

Note: *This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.*