



Purpose

The purpose of this document is to detail the competency elements that make up the staff skill matrix.

Scope

This document describes the competency elements that make up the skill matrix.

The procedure for assessing a staff member against the skill matrix is detailed in BLD-17.2-PROC, Consent assessment and task allocation.

References

BLD-17.0-POL, Consent assessment and task allocation

BLD-17.2-PROC, Consent assessment and task allocation.

Overview

All the roles within the building team that require an incumbent to understand/ translate or use technical information have been identified. A generic list of competencies required for the team has also been developed relying heavily on the competency items detailed in the BOINZ licensing self-assessment form.

Each role has then been evaluated by the building management team against that generic competency list and a required competency level (high, medium, low) for each competency element has been determined. Refer to BLD-17.3-POL.

Each staff member/ internal contractor shall be assessed against this competency list.

This skill matrix enables:

- a view of the individual officers competencies against their role requirements.
- specifies any competency gap for that particular role and any other role they may aspire to in the future.
- training and establishes a platform for determining the respective officers consent competency level.

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