

JOB SPECIFICATION

(1 May 2007)

Position Title

CONSENT PROCESSING OFFICER

Key Attributes Sought

- New Zealand Certificate in Building/Building Inspection, Advanced or Trade Certificate or equivalent qualification.
- Have a basic understanding of the NZ Building Act/Building Code framework.
- Be familiar with NZS3604 “Timber Framed Buildings” and NZS 1900 Chapter 11.2 “Farm Buildings”.
- Being familiar with the principals G12, G13 and AS/NZS3500 plumbing and drainage on residential/light commercial type construction would be an advantage.
- Able to develop informed decisions.
- A self motivated, goal orientated person.
- A good communicator, able to demonstrate good oral, written and listening skills.
- Basic computer software and keyboard skills.
- Able to promote a positive public image.

Responsible To

Building Control Manager (or in absence).
Consent Processing Senior Officer and/or
Building Control Senior Officer.

Delegated Signing Authority and Signatory Level Approvals

The position has delegated authority for signing of documents and signatory level approvals as defined in Dc 2 “Document Authorisation Table” of the Procedure-Process Manual.

Staff Reporting

N/A

Functional Relationships

- Customers/ratepayers.
- Resource Management staff.
- Environmental Health Officers.
- Council’s nominated auditing engineer.
- Water and Wastewater staff.
- Word Processing staff.
- Records staff.

Primary Functions in relation to Building Control's Annual Plan Objectives

- Maintaining outputs to ensure workflow demands are met in terms of administering the Building Act and Regulations.
- Issue Project Information Memoranda and Building Consents within legislative time constraints.
- Enforce the provisions of the Building Code and Regulations.
- Promoting public safety and wellbeing through Compliance Schedule monitoring.

Council's Performance Development Document key performance factors and goals

Org 1/10% Customer Service

Key Task: *Responding to ratepayer/customer enquiries.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Providing information undertaken in accordance with Procedure-Process Manual. ▪ Appropriate and timely response given. ▪ Effective written/verbal communication skills. ▪ Supporting literature provided. ▪ Enquiries outside field re-directed. ▪ Accessible to customers. ▪ Promoting a positive public image. ▪ Meeting external / internal customer expectations. 	<ul style="list-style-type: none"> ▪ Supervisor to contact a minimum of one of individual's customers for informal feedback. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: *Ensure necessary documentation provided for PIM-Consent-COA applications.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Documents assessed for necessary information in accordance with checklist on application form. ▪ Further information sought before accepting where necessary. ▪ Consents fees assessed and identified incorporating fees applicable to other sections of Council. ▪ Positive public image promoted. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: *Accept documents lodged by Building Consent Authorities.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Positive working relationship. ▪ Documents filed to appropriate record. ▪ Correct fees charged. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Org 2/10% Working Together

Key Task: *Co-ordinate with other sections of Council in ensuring customer expectations are exceeded*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Effective communication between departments. ▪ Co-ordination/collaboration of ideas. ▪ Timeframes met. ▪ Positive feedback. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: *Promoting a team culture.*

Performance Factors	Goals

<ul style="list-style-type: none"> ▪ Promoting a team environment focused on meeting performance objectives. ▪ Effective communication within the group. ▪ Sharing of ideas/solutions. ▪ Co-ordinated approach in meeting objectives. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Communication-coordinate with other Territorial Authorities as necessary under Council's Resource Sharing Agreement".</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Exchange of knowledge and expertise. ▪ Professional cost effective services provided. 	<ul style="list-style-type: none"> ▪ Where work has been undertaken, supervisor to contact TA for informal feedback. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
<p>Key Task: <i>Ensure appropriate response to civil defence emergency events.</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Attend Emergency Operations Centre training as provided. ▪ Participate in training exercises. ▪ Be an effective team member during emergency events. 	<ul style="list-style-type: none"> ▪ Training records/observations Civil Defence Officer and Human Resources Staff.

Org 3/10% Working Smarter

<p>Key Task: <i>Utilise electronic communication options to maximise customer benefit and economies.</i></p>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Use of information technologies positively promoted amongst staff. ▪ Self-motivated in developing/extending information technology knowledge. ▪ Faxes, voice mail, email and internet access in line with Council policy document. ▪ Where appropriate hard copy filed. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: <i>Assess minor alternative solutions submitted as variation from the Approved Documents.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Information collated. ▪ Further information sought where necessary. ▪ Opinions sought from industry sources such as DBH and BRANZ. ▪ Peer review undertaken where appropriate. ▪ Records to property file. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Org 4/10% Safety and Health	
Key Task: <i>Carry out the functions of the position in a safe manner.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Safe work practices adopted. ▪ Utilise safety equipment provided. ▪ Proactive self monitoring safety in the equipment utilized at workstation and in vehicle. ▪ Action taken on hazards identified. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Pos 1/15% Technical & Procedural Knowledge	
Key Task: <i>Issue Project Information Memorandum.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Relevant information provided from property file relating to project. ▪ GIS printout of snow loadings, hazards and services depending on relevance to project. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 205 Consent Review Record. ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: <i>Process Building Consents to determine compliance with New Zealand Building Act/Code.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Documents thoroughly assessed for compliance with Building Act/Code. ▪ In the case of minor amendments amend documents as necessary to assist attaining compliance. ▪ Issued subject to “Inspection Endorsements and Construction Prompts” necessary to determine compliance. ▪ Buildings with “specified intended life” identified. ▪ Event entered in Pathways where further information sought. ▪ Ensure documents are signed by Licensed Building Practitioners. ▪ Specific design referred to nominated auditing engineer. ▪ Other departments of Council requiring circulation identified. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 205 Consent Review Record. ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>With the exclusion of final inspections, carry inspects during construction as necessary to assist staff resourcing in the absence of Building Control staff.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Comprehensive/accurate field notes taken on appropriate inspection prompt-sheet. ▪ Status of inspection identified. ▪ Observations recorded relating to critical aspects to be concealed. ▪ Instructions given recorded. ▪ Economy of effort/resources. ▪ Timely responses to requested inspections. ▪ Proactive co-ordination in undertaking progress inspections when called to an area of the District. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.

Key Task: <i>Review annual Building Warrant of Fitness renewals.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Features checked against Compliance Schedule database. ▪ Variations identified/resolved. ▪ Correspondence/site visit as necessary. ▪ Overdue warrants resolved promptly. ▪ Renewal updated on spreadsheet. ▪ Records to property file. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Undertake other functions in terms of the Building Act.</i>	
Performance Factors	Goals
<p>Processes undertaken in accordance with Procedure-Process Manual relating to:</p> <ul style="list-style-type: none"> ▪ Dangerous-Insanitary buildings. ▪ Earthquake-prone buildings. ▪ Grant exemptions under Schedule 1 ▪ Relocatable buildings. ▪ Illegal building work. ▪ Fencing of swimming pools. ▪ Fire damage and other incidents. ▪ Records to property file/records file. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Follow-up circumstances relating to written complaints submitted to Council as directed by supervisor.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Economy of effort/resources. ▪ Proactive co-ordination inspections with other work in the area. ▪ Follow-up response to supervisor within Procedure-Process Manual timelines for response. 	<ul style="list-style-type: none"> ▪ Outcomes from Form 221 Complaints Register. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Where necessary instigate legal action in terms of the Building Act, Amusement Device Legislation, Litter Act.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Processes undertaken in accordance with Procedure-Process Manual. ▪ Comprehensive report/recommendation to supervisor. ▪ Co-ordination with Council's legal representative as necessary. ▪ Court proceedings attended where required. ▪ Records to property file/records file. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Pos 2/15% Quality Assurance

Key Task: <i>Undertake tasks in accordance with Procedure-Process Manual in line with best</i>

<i>practice and quality assurance principals.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ PIM ▪ Building Consent ▪ Inspections ▪ Notice to Fix ▪ Building Warrant of Fitness review ▪ Relocatable buildings. ▪ Complaints investigation. ▪ Other allocated tasks 	<ul style="list-style-type: none"> ▪ Outcomes from Form 205 Consent Review Record. ▪ Outcomes from Form 204 Staff Review Record. ▪ Reference to Form 226 Staff Competency Assessment. ▪ Outcomes from Form 221 Complaints Register. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
<i>Key Task:</i> Documents are issued within appropriate signing authorities.	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Documents processed within signing authority of DC2 “Document Authorisation Table” ▪ Ensure appropriate signatory sign-off is obtained 	<ul style="list-style-type: none"> ▪ Outcomes from Form 204 Staff Review Record. ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.

Key Task: <i>Review selection of Fc, Pt & Ch documents from Procedure-Process Manual</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Review 2 x Fc & 2 x Pt or Ch documents annually ▪ Reviewed in accordance with Rv1 Review Policy for Documents ▪ Circulate draft recommendations to Quorum ▪ Majority Quorum decision to implement ▪ Document implemented and review history record updated 	<ul style="list-style-type: none"> ▪ Reference to Rv 2 Reviewed Document Record from Procedure-Process Manual

Pos 3/10% Achieving Timeframes	
Key Task: <i>Satisfying legislative timeframes for tasks</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ PIM ▪ Building Consent 	Reference to individual performance from Pathways response timeframe reporting for: <ul style="list-style-type: none"> ▪ PIM-Building Consent
Key Task: <i>Satisfying timeframes for tasks allocate by supervisor</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Inspections ▪ Notice to fix ▪ Building warrant of fitness review ▪ Relocatable buildings ▪ Complaints ▪ Other allocated tasks 	<ul style="list-style-type: none"> ▪ Outcomes from Form 221 Complaints Register. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Pos 4/10% Attitude-Motivation	
Key Task: <i>Self-motivated in undertaking tasks to the best of ones ability and encouraging of others to do the same.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Promotes positive working environment. ▪ Self-motivated in setting objectives. ▪ Achieves quality outcomes. ▪ Flexible working hours where necessary to get the job done. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Motivated in maintaining and extending knowledge base.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Proactive in identify own training needs. ▪ Attend training as offered. ▪ Idea sharing/interaction maintained with peers through BOINZ. ▪ Extending knowledge through literature provided by Product Suppliers, BRANZ, DBH etc. 	<ul style="list-style-type: none"> ▪ Reference to Form 201 Qualification-Training Profile. ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: <i>Maintain a focus on cost recovery in line with Business Unit principles.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Inspection type diary recorded. ▪ Additional processing times recorded/charged. ▪ Additional inspections recorded/charged. ▪ Designated non-recoverable activities entered onto “Internal Charging” database on monthly basis. 	<ul style="list-style-type: none"> ▪ Reference to “Internal Charging Database” ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.

Pos 5/10% General Objectives	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Established in consultation with Manager 	<ul style="list-style-type: none"> ▪