

JOB SPECIFICATION

(10 February 2008)

Position Title

CONSENT PROCESSING SIGNATORY

Key Attributes Sought

- New Zealand Certificate in Building/Building Inspection, Advanced or Trade Certificate or equivalent qualification.
- Have a good understanding of the NZ Building Act/Building Code.
- Developing competency with the use of the NZ Building Code documents in regard to commercial working, accommodation and crowd activities.
- Have a good understanding of the use of NZS 3604 "Timber Framed Buildings" up to two levels and NZS 1900 Chapter 11.2 "Farm Buildings".
- Be competent with G12, G13 and AS/NZS 3500 plumbing and drainage for residential/light commercial type construction.
- Able to develop informed decisions.
- A self motivated, goal orientated person.
- A good communicator, able to demonstrate good oral, written and listening skills.
- Good 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.

Level of Staff Supervision

Consent Processing Induction (CP-I).
Consent Processing Officer (CP-O).
Building Control Induction (BC-I).
Building Control Officer (BC-O).

Appointment Policy Guidelines

Policy guidance for internal applicants is to have a two years experience in a Consent Processing role in combination with having attained a satisfactory level of competency/performance as determined by the interview panel.

For external applicants or internal applicants outside the two year policy guideline, but deemed to have demonstrated satisfactory competency/performance to the interview panel, appointment to the position shall be determined in consultation with and subject to the Chief Executive Officers approval.

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.
- Undertake inspections resulting from Application for Code Compliance Certificate within legislative time constraints.
- Issue supporting documentation including Waivers, Code Compliance Certificates and Compliance Schedules/Statements.
- Enforce the provisions of the Building Code and Regulations including legislation relating to Dangerous/Insanitary/Earthquake Prone Buildings and building work undertaken other than in accordance with a building consent.
- Promoting public safety and wellbeing through Compliance Schedule monitoring/audits and enforcement of the Amusement Device legislation.

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: <i>Promoting a team culture.</i>	
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. ▪ Cross-area co-operation between inspectors to best utilise time and resources. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Communication-coordinate with other Territorial Authorities as necessary under Council's Resource Sharing Agreement".</i>	
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.
Key Task: <i>Ensure appropriate response to civil defence emergency events.</i>	
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

Key Task: <i>Utilise electronic communication options to maximise customer benefit and economies.</i>	
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: *Assess waiver and modifications submitted as variation in satisfying the provisions of the Building Regulations.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Information collated. ▪ Further information sought where necessary. ▪ Opinions sought from industry sources such as DBH and BRANZ. ▪ Peer review undertaken where appropriate. ▪ Report/recommendations submitted to supervisor. ▪ Advice of issued waivers to DBH. ▪ Records to property file. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.

Key Task: *Assess alternative solutions submitted as variation from the Approved Documents.*

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: *Carry out the functions of the position in a safe manner.*

Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Safe work practices adopted. ▪ Utilise safety equipment provided. ▪ Proactive self monitoring safety in the equipment utilised 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 1/10% Technical and Procedural Knowledge

Key Task: *Issue Project Information Memorandum.*

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: *Process Building Consents and Certificates of Acceptance to determine compliance with New Zealand Building Act/Code.*

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 exception of final inspections, carryout inspections 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. ▪ Undertake inspections resulting from formal Application for CCC. ▪ Where notice not received actively seek opportunity to issue Code Compliance Certificates. 	<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 2/10% Quality Assurance

Key Task: <i>Undertake tasks in accordance with Procedure-Process Manual in line with best 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. <p>Other allocated tasks</p>	<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. <p>Supervisor's observations and reference to Form 202 Comments-Performance Notes.</p>
Key Task: <i>Documents are issued within appropriate signing authorities.</i>	
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>Provide Signatory quality assurance sign-off within specified authority.</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Signatory sign-off provided within authority of DC2 “Document Authorisation Table”. ▪ Ensure appropriate check-sheet processes. ▪ Correct and accurate documentation. ▪ Ensure quality assurance of information good to customer. ▪ Provide advice-corrective action where necessary through Form 213 Corrective-Preventative Action Form 	<ul style="list-style-type: none"> ▪ Supervisor’s observations and reference to Form 202 Comments-Performance Notes.
Key Task: <i>Review selection of Fc, Pt and Ch documents from Procedure-Process Manual</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Review 2 x Fc and 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 types diary recorded. ▪ Additional processing times recorded/charged. ▪ Additional inspections recorded/charged. ▪ Designated non-recoverable activities entered on to "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% Supervision	
Key Task: <i>Peer support and supervision provided</i>	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Were designated by supervisor provide direct peer support. ▪ Foster a supportive/learning environment. ▪ Foster a learning environment amongst staff through helpful interaction. ▪ Promote a team culture focused on meeting performance objectives. 	<ul style="list-style-type: none"> ▪ Supervisor's observations and reference to Form 202 Comments-Performance Notes.
Pos 5/10% Specific Objectives	
Performance Factors	Goals
<ul style="list-style-type: none"> ▪ Established in consultation with Manager 	