







# POSITION DESCRIPTION

1. Position Details			
<b>Position Title:</b>	Cadet / Graduate Building Surveyor	<b>Classification level:</b>	General Officer Level 2 - 3
<b>Department:</b>	Development & Regulatory Services	<b>Date Last Reviewed:</b>	March 2024
<b>Reports to:</b>	Manager Development & Regulatory Services	<b>Primary Location:</b>	Balaklava Civic Centre
2. Position Context			
<b>Summary:</b>	<p>Under the supervision and direction of the Manager Development &amp; Regulatory Services:</p> <ul style="list-style-type: none"> <li>Assist with the assessment and processing of a range of development applications, in accordance with Council's delegated authority, policies and procedures, ensuring all work is performed in accurate and timely manner within scope of accreditation.</li> <li>Ensure timely and accurate advice is provided to developers, prospective applicants and the public in relation to the interpretation and implementation of the <i>Planning, Development and Infrastructure Act 2016</i> ("PDI Act"), associated Regulations, <i>National Construction Code</i> ("NCC"), and any other associated legislation.</li> <li>Assist with assessments and issue decisions using the Plan SA Development Application Processing System ("DAP").</li> <li>Investigate and address building compliance matters.</li> <li>Be involved with Council's Building Fire Safety Committee including undertaking such duties as required to ensure all items are monitored and completed in a timely manner.</li> </ul>		
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>A national police clearance and working with children check will be required before commencing in the position.</li> <li>Some out of hours work and travel will be required.</li> <li>Maintain a current South Australian driver's licence.</li> <li>You may be required to undertake other duties within the skill base as directed from time to time by the Manager Development &amp; Regulatory Services.</li> </ul>		
3. Values			
<ul style="list-style-type: none"> <li> 1. We put <b>SAFETY FIRST</b></li> <li> 2. We deliver <b>EXCEPTIONAL SERVICE</b></li> <li> 3. We work as <b>ONE TEAM</b></li> <li> 4. We create a <b>POSITIVE AND SUPPORTIVE</b> workplace</li> <li> 5. We <b>RESPECT AND VALUE</b> all people</li> <li> 6. We are <b>EMPOWERED</b> to achieve great things</li> </ul>			

4. Key Role Accountabilities		
Accountability	Goal	Measure
<b>Work Health &amp; Safety and Risk</b>	Take responsibility for the safety and wellbeing of yourself and your workmates, ensuring any hazards/risks are reported and any incidents/injuries are reported.	<ul style="list-style-type: none"> <li>• Hazards/risks identified in line with procedures.</li> <li>• Incidents/injuries reported in line with procedures.</li> <li>• Own work areas safe and general housekeeping practices observed.</li> <li>• Compliance with WHS policies and procedures.</li> </ul>
<b>Community Expectations</b>	<p>Identify and implement opportunities for continuous improvement to drive an improved (internal/external) customer experience.</p> <p>Promote a positive and professional image of Council to the community and other external stakeholders.</p> <p>Take personal responsibility for records management, creating/capturing records in line with policies, procedures and legislation.</p>	<ul style="list-style-type: none"> <li>• Document procedures necessary to undertake relevant activities, tasks, practices and processes.</li> <li>• Review processes at least annually to identify improvement opportunities.</li> <li>• Compliance with Code of Conduct.</li> <li>• Accurate/high quality documentation &amp; communication (verbal &amp; written).</li> <li>• All records created and captured appropriately.</li> </ul>
<b>Building Development</b>	<p>Under the supervision and direction of the Manager Development &amp; Regulatory Services, with consideration to relative qualification, experience and delegated authority, undertake the functions including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Receive, evaluate and exercise delegated authority in the processing of development applications to ensure compliance with all legislative requirements under PDI Act and <i>Regulations</i>, NCC and associated legislation.</li> <li>• Liaise and report on matters relating to Building Rules Assessment for applications, the issuing of notices, potential prosecutions, changes to policy, procedures or delegations, and the interpretation of legislation.</li> <li>• All building and swimming pool inspections are recorded on the Plan SA DAP and any associated Council system and/or register with feedback provided to the relevant builder or owner via the DAP, email or phone as relevant.</li> <li>• Deliver high levels of customer service either by phone, email, Plan SA DAP, onsite or at the front service counter. Negotiate and coordinate input from a range of internal and external customers to ensure that the objectives and principles of the NCC, associated Building Standards and Acts are met.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely and appropriate liaison with Manager.</li> <li>• Timely and appropriate actions recommended and undertaken.</li> <li>• Delegations exercised appropriately.</li> <li>• Applications processed efficiently and within legislative requirements.</li> <li>• Building inspections performed in an efficient and timely manner.</li> <li>• Correspondence and reports are produced promptly and according to adopted guidelines.</li> </ul>

Under the supervision and direction of the Manager Development & Regulatory Services, ensure compliance with relevant legislation by:

- Providing advice to management, staff, residents and stakeholders regarding building matters including Council buildings.
- Assessing development applications for Building Rules Consent and issue final development approvals via Plan SA DAP.
- Inspecting certain classes of buildings (where qualified) for compliance with the PDI Act in regards to building approvals and building compliance, relevant Codes, Standards and legislation.
- Undertake inspections and provide reports for Council on Council owned buildings.
- Investigating complaints and compliance issues involving building work, site levels, etc. and negotiate where possible with parties to achieve appropriate compliance outcomes.
- Contributing to the development of technical procedures and policies in accordance with legislative change.
- Instruct and brief Council's solicitors on enforcement matters, prosecutions and Development Assessment.
- Prepare evidence, and appear as a witness at the Environment Resources and Development Court and other relevant courts regarding Development matters as required.
- Providing technical advice on community and Council's built assets on behalf of Council's Building Fire Safety Committee, i.e. the maintenance and protection of buildings and facilities in accordance with the Building Code of Australia.
- Receive and respond to correspondence relating to development and associated matters. Provide information and advice for Section 7 Notices under the *Land and Business (Sale and Conveyancing) Act 1994*.

- Complaints and compliance issues resolved in a timely manner.
- Contribution towards Council's policies and procedures.
- High level of advice on maintenance and protective strategies.

## 5. Knowledge, Skills & Experience

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Developing knowledge of the PDI Act, Regulations, NCC, Australian Standards, Building Code of Australia, Codes of Practice and Guidelines, Minister’s Specifications and the <i>Disability Discriminations Act 1992</i>.</li> <li>• Developing knowledge of development assessment matters relating to the issuing of building rules consent.</li> <li>• Basic knowledge of the role of Local Government will be an advantage but not desirable.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience and/or understanding of Building Surveyor role.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication and negotiation skills.</li> <li>• Organisation skills, including time management and prioritisation.</li> <li>• Highly developed word processing and personal computing skills.</li> <li>• Ability to interpret and resolve enquiries from internal and external stakeholders.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to obtain professional accreditation – as defined by the Department of Infrastructure and Transport (DIT) Accredited Professionals Scheme under the <i>Planning, Development and Infrastructure Act 2016</i> as a Building Surveyor.</li> <li>• Currently studying or working towards Building Surveying qualification (or equivalent).</li> <li>• Ability to obtain White Card.</li> </ul>

## 6. Acknowledgement of Position Requirements

Signed .....  
 (Employee) ..... (Date)

Approved .....  
 (Manager Development & Regulatory Services) ..... (Date)