

Position Description

Position Title

Building Compliance Officer

Contract Type

Permanent Full Time

Position Evaluation

Grade 13, Band F

Date

20/10/2026

How we make a difference (*Our Values*)



Be the Customer



Think excellence



Do the right thing

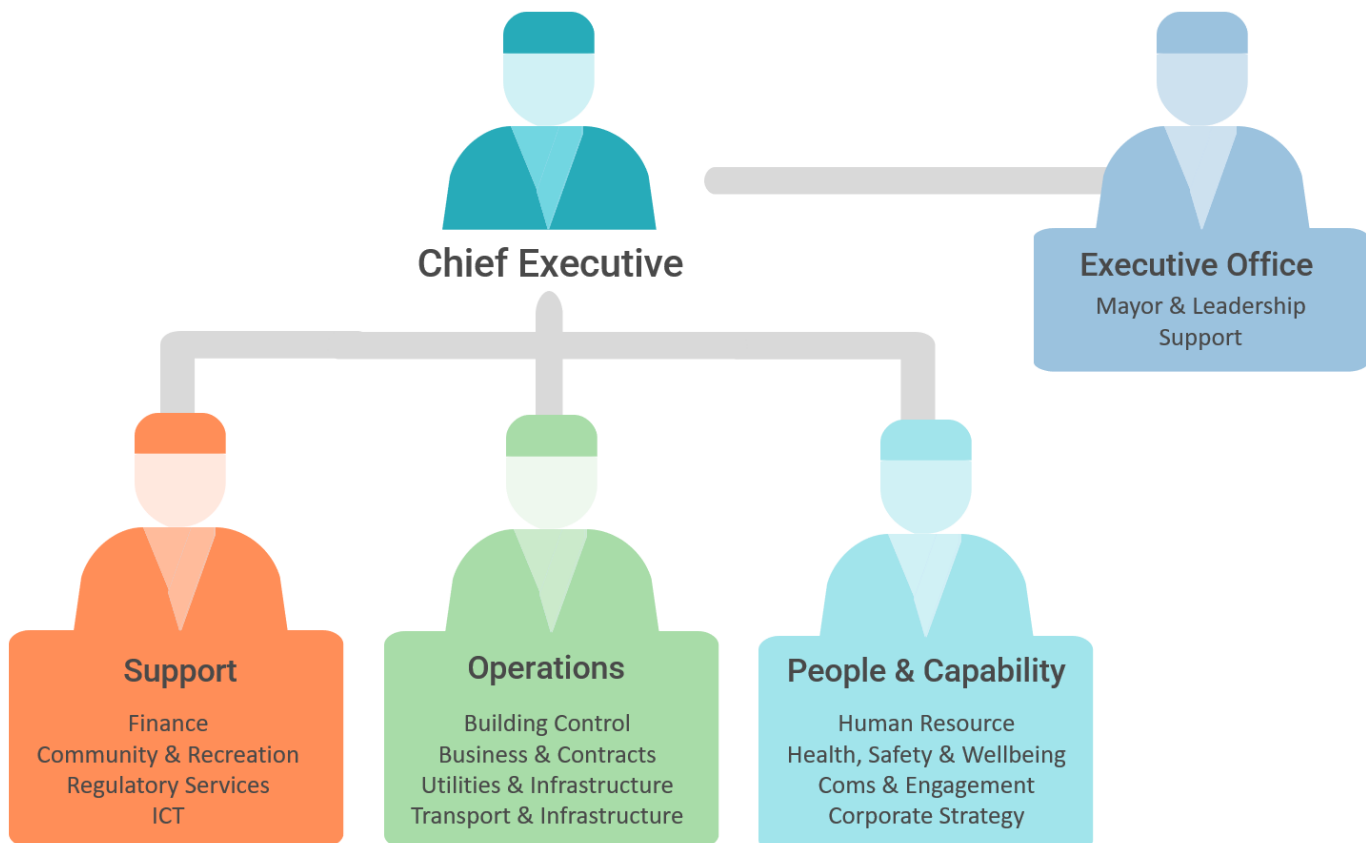


Be Integrity



Lead, together

Grey District Council Services



Position Details

Purpose of Position

The primary purpose of this role is to work as part of the building control team, to implement Councils compliance requirements under the Building Act and associated legislations.

You will contribute to Council delivering enforcement responsibilities under the Building Act and related legislation to help ensure that buildings within the Grey District are safe.

You will be required to undertake Building Warrant of Fitness (BWof) audits and inspections, and the decision making of accepting submitted BWof's ensuring buildings within Grey District maintain their safety systems.

You will investigate incidents and complaints, including statutory offences relating to the Building Act 2004, including the Building (Pools) Amendment Act 2016 and where required apply enforcement action (eg Notice to Fix, Dangerous and Insanitary Building Notices).

As part of this role you will support the Regulatory Compliance Team with the implementation of the Resource Management Act, Council Bylaws and other relevant legislation.

Key Relationships

Responsible to

Building Control Manager (Operations Group)

Responsible for

N/A

Internal

- Chief Executive
- Executive Leadership Team Members
- Operation Team
- Transportation & Infrastructure Team
- All Council Staff

External

- Customers and Ratepayers
- Consultants and Contractors
- Other Councils
- Other Roading and Utility Agencies

Limitations on Authority

This position has no staff or financial responsibilities. However, the Council may from time-to-time delegate to the officer specified powers and duties which must be exercised with due care and diligence.

Performance Measures

Key Result Areas

KPI (area of responsibility)

Measure (successful when)

Customer Service

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| <ul style="list-style-type: none"> - Providing excellent technical customer service advice to all clients. - Provide advice and answer questions to members of the public and building tradespersons about building compliance matters and legal requirements. - Assist in the development of public education material. | <ul style="list-style-type: none"> - Enquirers receive high quality advice, delivered in a friendly, timely and courteous manner. - Collegial working relationships are developed and maintained. - People within the District understand the requirements for building compliance and the reasons behind them. |
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Building Warrant of Fitness (BWof)

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| <ul style="list-style-type: none"> - Manage and maintain the BWof register and audit schedule. - Check and accept BWof as they are submitted. - Audit buildings with BWof as per the auditing schedule. - Accept Form 11 applications and amend Compliance Schedules as required. - Issue Compliance Schedule Statements. - Assist with development of public information/media releases relating to BWof, Swimming Pools and other Building Compliance matters. - Effectively communicate with building owners and IQP's to ensure that they understand BWof requirements and responsibilities. | <ul style="list-style-type: none"> - BWof acceptance and auditing is undertaken as per the schedule. - BWof register is maintained. - Form 11's are processed in a timely manner. - Compliance Schedule Statements are issued with Compliance Schedules and Code Compliance Certificates. - Public and Building Owners are informed of BWof and other compliance matters. |
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Building Act Compliance

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| <ul style="list-style-type: none"> - Investigate complaints/enquiries related to non-compliances with the Building Act and associated Regulations. - Issue and monitor dangerous, insanitary building notices, notice to fix as required as the TA and supporting the BCA. - Effectively communicate to all parties, ensuring that they are aware of the outcome of an investigation and understand what (if any) enforcement action will be taken by the Council. - Undertake monitoring inspections in accordance with legislative requirements and updating the Council's database with information gathered during monitoring inspections within specified timeframes. - Prepare information to assist with applications to MBIE as required. - Prepare statements and affidavits and give evidence in court as required. - Undertake Councils functions of the earthquake prone buildings amendment Act. - Conduct swimming pool audits and associated tasks to ensure the Council meets its obligations under the Building (Pools) Amendment Act 2016. | <ul style="list-style-type: none"> - Investigation is undertaken and notices are issued as required. - Monitoring of non-compliances is undertaken. - Information gathered during monitoring inspections is accurately recorded and the Council's database is kept up-to-date. - Enforcement action is undertaken where appropriate. - Matters are attended to within Act/Council/Departmental timeframes. - All enforcement actions are based on respectful engagement with stakeholders at all times. - Workable solutions are facilitated to ensure compliance for all involved stakeholders. - Delegations are exercised in a professional and responsible manner. - Conflicting situations are dealt with in a calm, objective and constructive manner. |
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Support the Regulatory Compliance Team

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| <ul style="list-style-type: none">- As required to support the Regulatory Compliance Team with the following:- Resource Consent Compliance- Bylaws / Monitoring and Compliance- Noise Control- Health Nuisances / Vermin / Hoarding / Odour- Litter & Illegal Dumping- Abandoned Vehicles- Animal Management - Assist in the implementation of Grey District Councils Animal Management function- Parking & Freedom Camping - Assist in the implementation of Grey District Councils Parking & Freedom Camping function. | <ul style="list-style-type: none">- The Regulatory Compliance Team is supported during peak workload times.- Incidences of bylaw non-compliance are responded to within relevant timeframes and appropriate action is undertaken in accordance with Council policies and processes.- Complaints are responded to in an appropriate manner and actioned according to statutory and policy requirements.- Customers receive a professional, positive, customer-focused experience. |
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Policy and Process Development

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| <ul style="list-style-type: none">- Participate in the continuous improvement of departmental systems and processes.- Participate in the development of processes and documentation to support Grey District's application for building consent authority status. | <ul style="list-style-type: none">- GDC systems and processes are regularly updated to meet new and changing requirements – from customers, staff, legislation etc.- GDC remains accredited as a BCA.- There is a sharing of information and experience within the industry from which everyone can learn |
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Organisational wide contribution

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| <ul style="list-style-type: none">- Contribute to the success of the whole organisation.- Have an active appreciation and understanding of activities outside your sphere of immediate responsibility.- Take responsibility for building and maintaining a positive culture across the Council where contributions are recognised and individuals work together as a team for the good of our citizens. | <ul style="list-style-type: none">- A strategic focus that considers what is in the best interests of the Council and District, not a particular group.- Robust, informed debate on issues resulting in sound decision making.- An engaged council team where people feel appreciated, contribute widely and feel supported to assist their colleagues. |
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Accountability Statements

Accountability Factors and Measurable Statement	
Education	Requires 4 - 5 years' secondary schooling and a further full-time course of study for 2 - 3 years in a technical or specialised field; or significant and regular part-time courses of study extending over 5 or more years. Requires a wide range of specialised technical or scholastic skills to determine solutions to workplace issues, in self-directed and sometimes directive activity, drawing on a broad knowledge base with substantial depth in some areas and with some theoretical elements. National Certificate Level 5.
Experience	The job requires experience of a broad nature, above that of a skilled operator/technician. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. Thus it may be necessary to work in harmony with conflicting and diverse activities and usually involves control of resources and people. 5 - 10 years relevant experience.
Complexity	The end results required and policy frameworks are defined but independent thought is necessary to coordinate conflicting demands and optimise efficiency.
Scope	Supervision of others is not required, but close liaison with others is necessary in coordinating specific activities to achieve common objectives.
Problem Solving	Much of the work is routine but problems require reference to precedents and/or extensive interpretation of detailed instructions.
Freedom to Act	Work conforms to specified procedures and the results are clearly defined. Work is subject to in-progress review, and guidance and assistance are readily available.
Impact/Result of Decisions	Direct impact of a single discretionary decision causes minor impact, which can be expressed in dollar terms of less than \$100 (the cost of the individual's own time). \$0 - \$100 per decision.
Interpersonal Skills	Discusses work with employees and communicates information to other people. The skills for representing the organisation externally and/or interacting with organisations or people outside the organisation where one or more of the following elements are present: empathy and understanding; exerting influence on others; convincing or persuading others to see/act in accordance with their point of view; consulting with and presenting to groups; working in partnership with Maori communities to achieve mutually acceptable outcomes; skills for reaching agreement on overall plans or schedules; sales roles seeking clients and actively operating in a competitive market; or procurement roles negotiating purchases and contracts.
Authorities	No authority to commit routine expenditure, capital expenditure, approve loans or extend credit. At the upper level there may be authority to sign external correspondence. No staff authority.
People Management	Controls no staff.

Person Specification

Education / Qualifications

- A Certificate or Diploma in one or more of the following is desirable; Building Surveying, Compliance, Investigation, Enforcement or relative experience within the field.
- Full Drivers licence

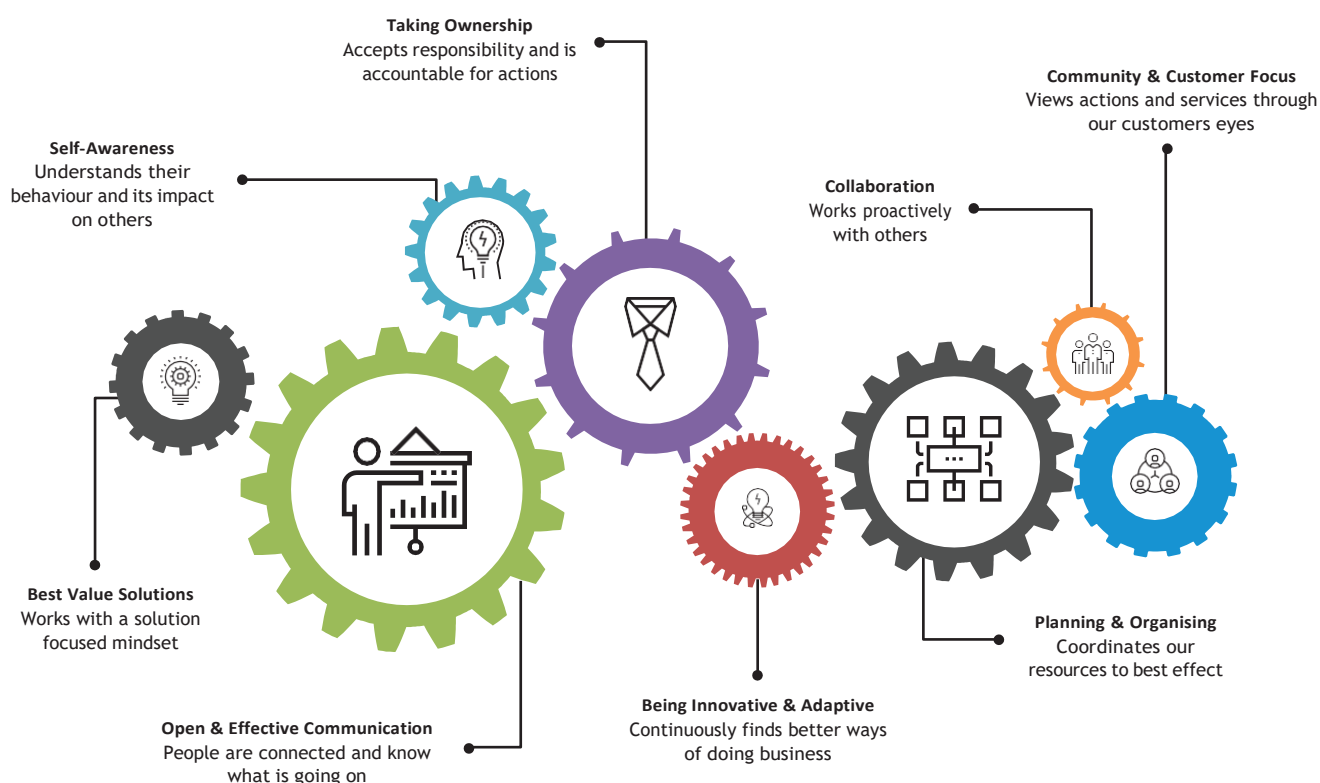
Position Competencies

- Well-developed investigative, analytical problem solving and report writing skills
- Experienced in Microsoft Office Suite
- Broad knowledge of legislative and bylaw provisions
- Experienced in investigation, compliance and enforcement
- Sound working knowledge of the BWoF systems

Professional Competencies

- Excellent written and oral communication skills, including the ability to problem solve and effectively convey information to the public
- Ability to relate to a wide range of people and work closely with other team members
- Positive attitude and commitment towards serving the community
- Ability to apply knowledge and skills in a practical way
- Self-motivation and innovative thinking
- Adaptability
- Strong time management skills essential
- Ability to work on own without or with minimum supervision
- Ability to work with and participate as part of a team
- Ability to act impartially and retain confidences

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

Position Description Approval

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be amended by the employer following reasonable notice of two weeks to me.

Position Description Approved by
(Group Manager / Manager)

Date

Position Description Accepted by
(Position Holder)

Date