



Job description

Title	Head of Building Services
Number	6BU281
Group	Regulatory and Compliance
Division	Building Services
Reports to	General Manager Regulatory and Community Services
Direct reports	Team Leader: Building Support, Team Leader: Building Inspections, Team Leader Compliance, Team Leader: Building Processing & Engineering, Team Leader Building Engineers, Training & Competency Advisor, Performance Quality and Compliance Officer
Date	23/03/2022

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The purpose of this role is to manage the effective and efficient delivery of Building Control functions across Tauranga City. The role leads a high performing Building Services division that ensures the cities buildings are safe, warm, and durable.

Key outcomes

The Building Consent system meets legislated requirements and Building Consent Authority accreditation is maintained.	<ul style="list-style-type: none">• Building consents issued, inspected, and certified according to legislative requirements.• IANZ audit preparation is performed reliably well.• IANZ audit results are reliably satisfactory or better.
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	<ul style="list-style-type: none"> • Identified non-compliance is corrected. • Opportunities for Continuous Improvement are proactively identified and implemented.
<p>Professional relationships are developed, maintained, and leveraged to achieve business goals.</p>	<ul style="list-style-type: none"> • Internal and external professional relationships are developed. • Professional relationships are leveraged to benefit achievement of business goals. • TCC is represented, and gets benefit from our involvement, in nationwide forums and programmes so that we can be leaders in the Building Control sector.
<p>Building Services Division has effective leadership.</p>	<ul style="list-style-type: none"> • Set, and monitor performance against, a clear strategic vision, meaningful objectives, and appropriate performance standards. • Actively address people related issues. • Recognize and celebrate team and individual successes and high performance. • Ensure a high-performance culture. • Plans in place to ensure sufficient staff of appropriate skillsets and competencies. • Strategic work plan in place, and competently delivered, to identify changes necessary for continued success in the future. • Division meets budget.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential	Desirable
<ul style="list-style-type: none"> • Substantial experience in leading and managing a regulatory function at a senior level. • A tertiary qualification in a building related activity or similar. • Proven experience in successfully managing and developing a team who are high-performing and engaged. • Ability to interpret legislation and regulations. • Fosters innovation and encourages process improvements and regular reviews and updates • Ability to clarify objectives, identify key issues, consider all perspectives, and logically evaluate all factors. • High level relationship development, management, and customer facilitation skills 	<ul style="list-style-type: none"> • Experienced with the Building Control Authority Regulations, particularly meeting Reg 18 and 13 relevant to qualifications and technical leadership. • Strong knowledge of legislative frameworks including, but not restricted to, detailed knowledge of the Building Act 2004 and Local Government Act 2002. • An appropriate degree level qualification in leadership and/or business management.

Here to make Tauranga better



WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections