



Job description

Title	Building Control Officer: Processing
Number	6BU21A-N
Group	Regulatory & Compliance
Division	Building Services
Reports to	Supervisor BCO Processing
Direct reports	N/A
Date	01/04/2022

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, Matauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to provide professional, high quality processing and certifying of building plans and related documentation that have been submitted for building consent in accordance with the Building Act 2004.

Key outcomes

The Building Consent Services Team delivers outcomes that better the community.	<ul style="list-style-type: none">• Understands the requirements of the Building Act 2004, the Building Regulations 2006 and the Building Code, and is able to communicate this effectively to customers.• Building consents are granted in a timely manner and meet the requirements of the relevant legislation, regulations and codes.• Applications progress efficiently through clear communication with customers on legislative requirements.• Reasons for decisions are clearly recorded.
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	<ul style="list-style-type: none"> • Customer issues are managed and resolved with a high level of specialist advice and education. • Processes are improved through team collaboration and initiation of continuous improvements. • BCA accreditation is maintained through a high level of engagement with the quality management system.
The Building Consent Services Team cultivates relationships that are trusted, sustainable and effective.	<ul style="list-style-type: none"> • Customers receive friendly, helpful and concise advice in response to technical queries. • Applications are continuously improving through proactive relationships with industry groups. • Customer's potential building challenges are investigated and responded to effectively and efficiently.
The Building Consent Services Teams maintains required competency and engages with continuous learning & development.	<ul style="list-style-type: none"> • Competencies are maintained and developed through ongoing targeted learning.

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
<ul style="list-style-type: none"> • A tertiary qualification in a building related activity as listed in Regulation 3 of the Building Control Authority Regulations, or working towards one.

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