



## Job description

<b>Title</b>	Team Leader: Building Processing
<b>Number</b>	6BU430; 101128
<b>Group</b>	Regulatory and Community Services
<b>Division</b>	Building Services
<b>Reports to</b>	Head of Building Services
<b>Direct reports</b>	Supervisor BCO Processing
<b>Date</b>	18 July 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

### Job purpose

The primary purpose of this role is to lead and manage the building consent Processing Team in the delivery of consents by providing technical support, advice, management and coordination along with effective leadership and coaching.

### Key outcomes

<b>The Building Processing Team has strong and effective leadership.</b>	<ul style="list-style-type: none"><li>• Lead the Processing team in the delivery of specialist technical support and advice, and the delivery high quality, efficient and proportionate building consent management.</li><li>• Set, and monitor performance against, a clear strategic vision, meaningful objectives and appropriate performance standards.</li><li>• Provide leadership, support and development opportunities for the team.</li><li>• Recognize and celebrate team and individual success and high performance and actively address people related issues.</li><li>• Contribution to the development of new processes to support the strategic direction of the Building Services division.</li></ul>
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<p><b>The Building Consent Processing Team delivers a high-quality and trusted consenting service to the community.</b></p>	<ul style="list-style-type: none"> <li>• Ensure the delivery of Building Consent processing across Tauranga is a consistent, high-quality service and that statutory timeframes are achieved.</li> <li>• Ensure Building Consent processing team has the sufficient number and competency of staff resources (including contractors where appropriate) to meet demand</li> <li>• Ensure the delivery of Specialist Input provided to the Building Services teams is a high-quality service and that statutory timeframes are generally achieved.</li> <li>• Is a technical leader in the building control field and proactively shares technical expertise internally and externally.</li> </ul>
<p><b>Professional relationships are developed, maintained and leveraged to achieve business goals.</b></p>	<ul style="list-style-type: none"> <li>• Ensures the team provides effective communication, advice and information to external and internal customers.</li> <li>• Proactively communicates with key industry groups when required regarding consent application preparation, Building Code changes or similar issues.</li> <li>• Represents the Building Services division as a technical leader at local and regional forums.</li> <li>• Manage and resolve customer concerns and disputes and reduce those that need to be escalated further.</li> <li>• Assist the Head of Building Services in delivering technical advice internally and externally, on regulatory and business plan/ improvement matters.</li> </ul>
<p><b>The Building Processing Team actively engages with the BCAs Quality Assurance System (QAS) to ensure accreditation is maintained.</b></p>	<ul style="list-style-type: none"> <li>• The team leader actively engages with the QAS and encourages their team to do so too.</li> <li>• The team's work is regularly audited to ensure compliance with the QAS.</li> <li>• Improvements identified and implemented through the Continuous Improvement process.</li> </ul>

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

- Must hold a technical qualification that meets the regulation 18 requirements. A diploma or degree in building, surveying, engineering or construction. NZQA level 6 and above.
- Must have significant (10 yrs+) experience leading a high performing technical team to deliver in a high-pressure environment.
- Must have a strong knowledge of regulatory systems and legislative frameworks, and the ability to interpret legal information. In particular must have a detailed knowledge of the Building Act 2004, Building Code and the associated regulations.

# 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