



TaurangaCity

Job description

Title	Compliance Officer – Building
Number	6BU40B
Group	Regulatory and Compliance
Division	Building Services
Reports to	Team Leader: Compliance
Direct reports	N/A
Date	12/04/2022

Job holder commitment

The position 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 primary purpose of this role is to undertake building compliance investigations and process Certificate of Acceptance in accordance with all relevant legislation and guidelines, with the aim of making it easy for the public to comply.

Key outcomes

Building complaints are responded to in an accurate, thorough, and timely manner.	<ul style="list-style-type: none">• Compliance is sought through strategic monitoring, information, education, persuasion, mediation and/or legal action.• Prosecution files are completed to high degree of accuracy.• Problematic sites and dissatisfied customers are detected early and communicated to managers through escalation protocols.• Incidents are responded to within the targets of the LTCCP.
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Proactive and effective monitoring of compliance activities undertaken which highlight important data and trends.	<ul style="list-style-type: none"> • Effective research, monitoring, report writing, and feedback provided to Building and Planning teams. • Education materials and proactive campaigns undertaken to increase public awareness, reducing the level of non-compliance.
Certificate of Acceptance applications are processed in an accurate, thorough, and timely manner.	<ul style="list-style-type: none"> • Certificates of Acceptance are processed in accordance with all relevant legislation and guidelines (<i>e.g. NZ Building Code, Building Act 2004</i>). • Applicants are kept informed of the process.
Compliance with relevant policies and procedures set out in the BCA/TA Quality Manual	<ul style="list-style-type: none"> • Quality measures are incorporated into daily activities and recommendations to further enhance quality standards are effectively implemented and monitored.

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"> • Trade Certificate in Carpentry or Building related qualifications or 3 or more years' experience in monitoring and enforcement. • Proven knowledge and understanding of building industry, resource management processes, monitoring, enforcement and compliance.

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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