



## Job description

<b>Title</b>	CCC Assessor
<b>Number</b>	6BU414, 6BU415 / 100868, 100869
<b>Group</b>	Regulatory & Community Services
<b>Division</b>	Building Services
<b>Reports to</b>	CCC and Compliance Supervisor
<b>Direct reports</b>	N/A
<b>Date</b>	05/04/2022

### 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 assess applications and issue Code Compliance Certificates (CCC).

### Key outcomes

<b>CCC coordination &amp; administration is effective and efficient.</b>	<ul style="list-style-type: none"><li>• Process CCC applications, Certificates for Public Use and Compliance Schedules, including the registration of applications in corporate systems.</li><li>• Provide professional and technical building advice on Code Compliance and related matters to stakeholders in a manner that discharges the Council's duty of care, covering the legislative requirements of the Building Act 2004, Building Code and Council inspection procedures and requirements.</li></ul>
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<p><b>The Building Consent Services Team is held accountable for delivering outcomes that better the community.</b></p>	<ul style="list-style-type: none"> <li>• Check Building Consent applications in accordance with defined competency levels to ensure that plans and related documentation comply with the NZ Building Code, the Building Act 2004 and the Building Regulations 1992.</li> <li>• Record in full how decisions relating to the Acceptance or Refusal of Building Consent Applications are arrived at on checklists.</li> <li>• Partner with key building project personnel to progress end to end consent process, Certificates, Compliance schedules and CPU applications.</li> </ul>
<p><b>The Building Consents Services Team cultivates relationships that are trusted, sustainable and effective.</b></p>	<ul style="list-style-type: none"> <li>• Ensure friendly, helpful and accurate advice to customer enquiries via the phone AlphaOne and associated emails.</li> <li>• Ensure all communications are responded to quickly and accurately in line with TCC service levels.</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

<p><b>Essential</b></p>
<ul style="list-style-type: none"> <li>• Minimum of 3 years' experience working within a customer-focused and administrative position, preferably in a building related field.</li> <li>• Holds, or working towards, a recognized (Regulation 18) Building qualification.</li> </ul>

# 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