



Tauranga City

Job description

Title	CCC and Compliance Supervisor
Number	6BU413 / 100867
Group	Regulatory & Community Services
Division	Building Services
Reports to	Team Leader: Building Support
Direct reports	CCC Assessors, Building Support Officer (Duty), Building Support Officer (Compliance), Building Support Officer (BWof)
Date	01/06/22

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 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 assist and provide technical leadership to the Code Compliance Certificates (CCC) Assessors.

Ensure reporting statistics are delivered within legislative timeframes.

Act as the key liaison for historic Code Compliance Certificates.

Key outcomes

The Building Support CCC and Compliance Team has strong and effective leadership.	• Provide leadership, support and development for your team to deliver agreed programmes and services. • Promote and maintain a team culture with high morale, performance, productivity, openness, employee satisfaction and trust.
CCC Coordination & administration is effective and efficient.	• Competently review building consents processed, inspections completed, and related components prior

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	to issue of CCC(s) to ensure process efficiency and performance is maintained. • Co-ordinate incoming documentation for CCC(s) applications, Certificates for Public Use (CPU) and Compliance Schedules and ensure they are processed within the statutory timeframes and annual plans.
The Building Support CCC and Compliance Team is held accountable for delivering outcomes.	• Manage and resolve issues with customers by maintaining a high level of engagement and educating customers on the technical complexities of the legislation and procedure required to obtain CCC, CPU and Compliance Schedules. • Ensure code compliance certificate applications is completed to a high standard to ensure all relevant information has been provided. • Partner with key building project personnel to progress end to end consent process, Certificates, Compliance schedules and CPU applications. • Reporting is accurate, meets all legislative requirements and is distributed appropriately.
The Building Support CCC and Compliance Team engages with the BCA quality management system to ensure compliance.	• Demonstrate knowledge of the BCA quality system. • Compliance with relevant policies and procedures set out in the BCA quality manual. • Incorporate quality measures into their daily activities and recommends further enhancements to quality measures.
The Building Support CCC and Compliance Team cultivates trusted, sustainable and effective relationships.	• Provide friendly, helpful, and accurate advice to customer inquiries. • Support contractors and TCC Building Services staff to ensure correct documentation is received with code compliance certificate applications and correct processes followed. • Ensure that industry groups are proactively addressed and that the standard of information submitted for code compliance certificate application improves.

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
• 5 years experience working in a Building Consent Authority or 7 years experience working in a regulatory authority. • Holds or working towards Regulation 18 Building (Accreditation of Building Consent Authorities) Regulations 2006 recognised qualification. • Knowledge of legislation relating to the building industry and the ability to interpret all relevant Building Acts, Codes and Acceptance Solutions.

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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