

Position description

Position title:	Building Consents Graduate	Team:	Various within Building Consents
Division:	COO	Reports to:	Various during rotations
Department:	Regulatory Services	Direct reports:	None
Unit:	Service Strategy & Integration	Indirect reports:	None



Our commitment to te ao Māori

We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the department's Māori Responsiveness Plan and wider organisation's vision to be a treaty-responsive organisation.



Purpose of the job

The graduate will rotate through key functional teams over the course of the 2-year programme to provide a broad range of experience. Rotations are set depending on business need and the incumbent's learning and development. Each rotation will include a mixture of on-the-job learning and special projects, whilst working towards developing competencies. The graduate is responsible for performing work allocated and contributing to relevant activities and projects as required and attending any training identified.

Rotations will be located between different service areas/offices throughout the 2 years, where possible graduates will be in locations convenient to their home. There will also be day to day travel required within rotations to other Council buildings and building sites.

Rotations will be located in a combination of any of the following office areas: Central City, Henderson, Orewa, and Manukau.

During the two year programme the graduate will undertake the following rotations:

Inspections:

- Building Inspections and CCC Assessing
- Reclad and Durability Inspections

Processing:

- Consent Lodgement
- Consent Processing
- Capability



Key responsibilities

- Be aware of, and demonstrate, the principles of **Our Charter**. This sets out the expectations for conduct at Auckland Council.

Work Excellence

- Effectively carry out work allocated either independently or as a team
- Identify opportunities to contribute to team or business objectives and actively seeks to provide input
- Identify and recommend to relevant parties' opportunities for improvement

Relationship Management

- Develop and maintain effective relationships with internal and external stakeholders
- Manage conflict effectively to ensure a functional professional relationship is maintained

Customer Service

- Provide excellent customer service to both internal and external customers

Professional Development

- Take responsibility for identifying own learning and development needs
- Take action to communicate these and contributes to identifying relevant support to meet these needs
- Apply learnings to advance professional competence

Projects

- Contribute as an active participant in project teams where applicable
- Provide up-to-date, relevant best-practice input based on studies, where relevant

Key responsibilities (specific to rotations)

Inspections

- Working to gain knowledge and experience in the monitoring of building work. During rotations around the area offices the graduate will **assist with**:
 - Site inspections by reviewing the consent and building works across disciplines such as building and plumbing and drainage
 - Complaint investigation
 - Promoting safe work practices
 - Understanding compliance or non-compliance with the building code and the approved building consent specifications
 - Maintenance of data system with full and accurate details of inspections, meetings and outcomes

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- Final sign-off of completed building works and assist the code compliance certificate team with generation and filing of correct paperwork
- Quality assurance audits with the Capability team

Processing

- Working to gain knowledge and experience in the assessing of building consents. During rotations around the area offices the graduate will **assist with**:
 - Front of house enquiries regarding building consents services
 - Provision of advice and giving guidance on building act and building code matters relating to building issues
 - Lodgement and vetting of building consents
 - Provision of guidance in pre application meetings with customers in the early stages of planning and designing their project
 - Processing building consents to establish compliance with the New Zealand Building Act, Building Code and any applicable Regulations
 - Keeping up-to-date with the latest changes in building, technology, materials, methods and equipment
 - Quality assurance audits with the Capability team

Organisational obligations

- Action Auckland Council's good employer obligations including equal employment, biculturalism and diversity policies and practices
- Auckland Council is committed to the principles of the Treaty of Waitangi – partnership, participation and protection – as such, we work with our iwi partners and the wider Māori community to meet their needs and aspirations for the city
- As an employee of the council you are required to understand and demonstrate our organisational behaviours
- As an employee of the council you are required to be associated, as required, with Civil Defence Emergency Management or any exercise that might be organised in relation to this council function
- Promote a safe and healthy workplace by undertaking responsibilities as outlined in Auckland Council's health and safety policy and procedures
- Promote activities and initiatives that assist Auckland Council achieve its vision and mission
- Promote one-organisation initiatives and action these service characteristics
- As an employee of Auckland Council you are required to familiarise yourself with and comply with all organisation policies, including but not limited to, Auckland Council Code of Conduct

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Outcomes

Work Excellence:

- Work is completed in a timely manner and to a high standard
- The individual is recognised as a valuable contributor to achieving team and business objectives
- Improvements identified and implementation evident

Relationship Management:

- Productive mutually beneficial relationships are developed and maintained
- Business objectives are met

Customer Service:

- Auckland Council customer service standards are consistently met
- The reputation of the individual, their immediate team and Auckland Council are enhanced

Professional Development:

- Learning and development needs are communicated to line manager
- Learning and development needs are incorporated into Performance Development Plan
- Opportunities to participate in learning activities are proactively undertaken

Projects:

- Make a valuable contribution to project teams through:
 - Offering fresh ideas that encourage innovation
 - Actively listening to others' contributions, seeking clarity to advance own learning or understanding, and applying that learning to wider context
 - Take on a fair portion of actions to support the achievement of project objectives

Inspections Rotation:

- Become familiar with the relevant policies and procedures for each rotation role
- Increase knowledge of the New Zealand Building Act 2004, the Building Code and Building Regulations
- To learn how to conduct onsite measurements and recording activities
- To work towards residential inspections competency
- To contribute to building works being compliant with building code and consent specifications
- To complete work in a timely, accurate and professional manner
- To research and complete graduate assignments
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Processing Rotation:

- Become familiar with the relevant policies and procedures for each rotation role
- Increase knowledge of the Building Act 2004, the NZ Building Code and building regulations
- To work towards residential processing competency
- To contribute to building works being compliant with building code and consent specifications
- To complete work in a timely, accurate and professional manner
- To research and complete graduate assignments

Organisational obligations:

- Auckland Council meets its obligations as an employer

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	<ul style="list-style-type: none"> • Auckland Council meets its obligation under the Treaty of Waitangi and the Treaty Settlement Act • Understanding and meeting the needs of Māori in the council’s internal working environment and in the delivery of services to the Auckland community • Act in ways that demonstrate understanding, and which embrace our behaviours in your dealings with both your work colleagues and in your interactions, both internal and external. • Acts in ways that support an environment of biculturalism, diversity and inclusion in the workplace • Obligations under the Māori Responsiveness framework are upheld • Auckland Council’s reputation is enhanced within the community • Health and safety requirements upheld
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 <p>Key skill</p>	<p>Qualifications</p> <p><i>Essential</i></p> <p>A New Zealand accredited tertiary qualification, diploma, degree or higher in the following;</p> <ul style="list-style-type: none"> • National Diploma in Building Control Surveying (Small Buildings) • National Diploma in Building Control Surveying (Medium and Large Buildings) • Diploma in Building Surveying • Diploma in Construction Management • Diploma in Construction • Diploma in Quantity Surveying • Diploma in Architectural Drafting • Diploma in Architectural Technology • Bachelor of Applied Technology – Building • Bachelor of Architecture • Bachelor of Architectural Studies • Bachelor of Building Science • Bachelor of Construction (Construction Management and Construction Economics) • Bachelor of Engineering (Civil, Construction, Architectural) <p>Technical competencies</p> <p><i>Essential</i></p> <ul style="list-style-type: none"> • Understanding of Te Tiriti o Waitangi and its relationship to Local Government • Knowledge of tikanga Māori and an ability to relate with iwi and hapu • Proficient in the use of Microsoft Office applications, particularly Excel and Word • Exceptional verbal and written communication skills • Excellent time management and organisation skills • Restricted drivers license with the ability to get Full License before commencing program. <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Proficiency in Te Reo and an understanding of te Ao Māori;
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Job requirements

Experience

- No prior work experience required; however, work experience (paid or unpaid) in related field is an advantage.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:		Version date:	
Jason Palmer		25/02/2020	
 Job framework	Job function:	Job family:	Job:
	Graduates -Building Consents	Regulatory Services	Graduates

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