

Position Description

Position title:

Building Consents Graduate

Division:

COO

Department:

Regulatory Services

Unit:

Service Strategy & Integration

Reports to:

Various during rotations

Direct reports / Indirect reports (number):

None / none

Location:

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

Accountabilities of position

Purpose of position:

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:

First Year

Inspections (1 year)

- Building Inspections and CCC Assessing
- Compliance Inspections
- Reclad and Durability Inspections

Second Year

Processing (1 year)

- Consent Lodgement
- Consent Processing
- Capability

Key responsibilities (throughout rotations)

Work Excellence

Key Responsibilities

- 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

Expected Outcomes

- 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
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Relationship Management

Key Responsibilities

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

Expected Outcomes

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

Key Responsibilities

- Provide excellent customer service to both internal and external customers

Expected Outcomes

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

Key Responsibilities

- 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

Expected Outcomes

- 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
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Projects

Key Responsibilities

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

Expected Outcomes

- 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
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Key responsibilities (specific to rotations)

Inspections

Key Responsibilities

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

Expected Outcomes

- 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

Processing

Key Responsibilities

- 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 policy team

Expected Outcomes

- 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

Key Responsibilities

- 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

Expected Outcomes

- Auckland Council meets its obligations as an employer
- 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

Key relationships

Internal:

- Team leader and team
- Mentor as assigned to support throughout programme
- Buddy to provide peer support throughout programme
- Graduate Liaison Officers throughout programme

External:

- All external parties as designated by the authorised manager

Type of person suitable for this position

Qualifications

Essential

A New Zealand accredited tertiary qualification, diploma, degree or higher in the following;

- 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)

Experience

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

Personal Leadership Behaviour – Team Member

Auckland Council's vision is to create the world's most liveable city, while delivering Aucklanders great value for money. Our high performance behaviours were developed to capture what it means to put our vision in to action:

- **Develop** - We take new approaches to solving old problems; we thrive on challenge; we think big and stay ahead of the game
- **Serve** - We treat our customers as though they're our friends and neighbours; we make things easy for Aucklanders; we spend ratepayer money wisely
- **Achieve** - We're accountable; we get stuff done; we achieve real results
- **Collaborate** - We are one council family and we trust each other; we know that the little things we do can make a big difference; success is a shared goal

Technical competencies

Essential

- 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
- Full driver's license

Desirable:

- Proficiency in Te Reo and an understanding of te Ao Māori;

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, personnel may be required to perform duties outside of their normal responsibilities as needed.