

Position Description

Position title:

Building Consents Intern

Division:

Regulatory Services

Department:

Service Strategy and Integration

Reports to:

Manager Practice and Training

Direct reports / Indirect reports (number):

None / none

Location:

Auckland

Accountabilities of position

Purpose of position:

The intern will be based primarily in the lodgement teams in one of our area offices. Over the course of the 3 month programme the intern will gain an understanding of the standard and quality of documentation that is required in order to accept building consents at lodgement. They will also gain an understanding of how the lodgement process fits in with the rest of the Building Consents system. They will get the opportunity to spend some time with a building consent processor and once a week go on inspections with a building inspector. The programme will include a mix of on-the-job learning and stretch projects; alongside work allocation typical for the areas they are based. The intern is responsible for performing work allocated and contributing to relevant activities and projects as required.

Key responsibilities

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

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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Building Consents Lodgement

Key Responsibilities

- Receive building related applications and assess whether they are adequate for acceptance, and then accept or reject them in a timely and customer centric manner.
- Ensure that application descriptions are accurate and that the coversheets are correctly completed so that the appropriate building consent processing staff assess the application.
- Ensure all data entry into the application database is complete and accurate. Also includes deposit invoicing.
- Maintain a high sample quality control regime and ensure that all applications received have the adequate information to enable effective processing
- Assist fellow team and staff members in handling workload to help meet required deadlines

Expected Outcomes

- Lodgements Team meet or exceed set service level standards
 - Team members are fully informed of council activities and changes
 - Environmental risks are effectively managed to ensure quality environmental outcomes are achieved
 - Quality control results in improved processing.
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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
- Buddy to provide peer support throughout programme
- Other teams e.g. Residential and Commercial Consent Processing, Development Engineers, Planning, Manager Processing, Inspections Unit
- Graduate/Intern Liaison Officers throughout programme

External:

- All external parties as designated by the authorised manager including but not limited to customers, applicants, architects, engineers, property owners

Type of person suitable for this position

Qualifications

Essential

Working towards 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)

Preferred

NZ Driver's Licence

Experience

- No prior work experience required; however, work experience (paid or unpaid) in related field is an advantage.
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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
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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
- The ability to read and understand plans, and knowledge of the NZ Building Act and NZ Building Code
- Driver's licence or other alternative way of travelling across the region

Desirable:

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

Position description – Building Consents Intern
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Signature _____

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.