



Position Description and Performance Agreement

Building & Development Officer

Position No:	CP008BU
Position Classification:	Grade 15
Status:	Full Time
Position Revised on:	September 2017
Position Written by:	Manager Development Services
Division:	City Planning
Branch:	Development Services
Reports to:	Building & Development Co-ordinator & Senior Building & Development Officer
Incumbent:	
Start Date:	

Special Conditions:

1 POSITION CRITERIA

1.1 Essential academic qualifications:

- Minimum A3 Accreditation

1.2 Essential Licences and/or Certificates:

- Class C Licence

1.3 Other Requirements/Experience:

- Previous experience in the field
- Computer/keyboard skills

1.4 Personal Attributes:

- A comprehensive understanding of contemporary customer service practices that are consistent with Council's Customer Service Charter
- Public relations skills
- Good oral and written communication skills
- Capable of working with minimum supervision
- Ability to communicate with all levels of staff and members of the public
- Ability to meet work demands
- Organisation skills
- Good decision making skills
- Innovative and motivated



2 OBJECTIVES OF POSITION

- 2.1 Control of Development and building matters ensuring compliance with Legislation and Council's policies.

3 KEY ACCOUNTABILITIES

- 3.1 Effectively organise and schedule own work
- 3.2 Plan/schedule specialist tasks and review
- 3.3 Provide accurate technical advice to other staff and members of the public
- 3.4 Participation in staff development

4 SCHEDULE OF DUTIES

- 4.1 Assessment and determination of development applications as required.
- 4.2 Assessment and determination of construction certificates, complying development certificates and occupation certificates
- 4.3 Carrying out of inspections of works under construction.
- 4.4 Provide advice regarding fire safety of existing buildings
- 4.5 Investigation of complaints, report writing and compilation of evidence for possible court action
- 4.6 Provide material for in-house training, report on seminars attended
- 4.7 Corresponding with general enquiries as referred
- 4.8 Bush fire construction advice and assessment and issue of BAL Certificates
- 4.9 Preparation of reports/recommendations to Council
- 4.10 Issue Certificate under Swimming Pool Act
- 4.11 DA referrals/comments
- 4.12 Assessment of buildings for issue of Building Certificates
- 4.13 Other duties as required

5 OUTPUT MEASURES

- 5.1 Time taken to assess applications
- 5.2 Time taken to respond to correspondence
- 5.3 Time taken to investigate complaints
- 5.4 Utilisation of resources
- 5.5 Meet deadlines
- 5.6 Quality of decisions made

6 W H & S RESPONSIBILITIES

- 6.1 Hawkesbury City Council is committed to ensuring the health and safety of all who contact our works. As a Self Insurer, Hawkesbury City Council has in place a comprehensive Work Health Safety and Injury Management (WHS&IM) System. This System provides processes and procedures for workers and visitors to manage health and safety in the workplace.

As an employee of Council, there are certain responsibilities, authorities and accountabilities (RAAs) which are identified as part of the terms and conditions of your employment. RAAs are supported by Council's WHS&IM System Element 001 WHS Responsibilities which identifies actions to be taken, and the standards to be achieved. These RAAs are non-negotiable in terms of compliance.

7 ETHICAL CONDUCT

- 7.1 Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.



8 EQUAL EMPLOYMENT OPPORTUNITY

- 8.1 Comply with the requirements of the Anti-Discrimination Legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

9 CORPORATE AND STATUTORY OBLIGATIONS

- 9.1 Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

To commit to and embrace the objectives of the Hawkesbury Community Strategic Plan - Shaping Our Future, and to be accountable for participating as appropriate in the allocated Operational Plans designed to deliver on the identified objectives as directed.

10 PERFORMANCE AGREEMENT

- 10.1 I acknowledge that my performance will be assessed at least annually, based on the performance measures contained within this document and Council's Delivery Program and Operational Plan.
I am fully aware of the terms of this position description and I agree to deliver the requirements of the key result areas to the best of my ability.

This Position Description will be reviewed annually in line with Council's adopted Delivery Program and Operational Plan. Key result areas and performance measures may change depending on the priorities identified in the Delivery Program and Operational Plan.

Employee **Date**

I acknowledge that my role is to ensure that every opportunity is made available to the employee to meet the requirements of this Performance Agreement, including training, team support and regular performance appraisals.

Manager **Date**

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