Lithgow CITY COUNCIL	**Position Description**
Position Title	**Building and Development Officer**
Position No.	9065
Division	People and Places
Department	Development
Reports to	Team Leader Building
Current Status	Permanent Full Time
Band/Level	Band 3 Level 2
Grade	16
Step	Entry to Full Step 4
Last Reviewed	February 2024
Conditions of Employment	The employee will work according to conditions provided under the *Local Government (State) Award* as varied from time to time, and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

The Building and Development Officer will be responsible for undertaking building control work including pre-lodgement advice and building certification works to ensure that construction activities are undertaken according to statutory requirements and sound environmental practice. The position processes all applications and certificates allocated to the position and completes specialist building and development tasks.

The Building and Development Officer is one of four professional specialist positions operating within an approvals team reporting to the Team Leader Building under the direction of the Development Manager.
The Building and Development Officer is directly involved in the assessment and determination of building and development matters handled by the Development team, liaising with colleagues, developers, Government Authorities and the public generally.

The Building and Development Officer is responsible for determining priorities on building and development matters assigned to, and instigated by the position. The officer will make an independent assessment of such issues, subject to direction issued by the Team Leader Building and the Development Manager and within the limitations of any delegated authority and/or accreditation level.

Specific Duties and Responsibilities

- Ensure that development applications, combined development applications, construction certificates and other applications for approval for the designated area, or as allocated by the Team Leader Building, are assessed expeditiously in accordance with statutory requirements, Council's Local Environmental Plan, the Environmental Planning and Assessment Act, Local Government Act, any other relevant Acts and Legislation, Building Code of Australia, Council Codes and Policies and Development Control Plans.
- Participate in the functions of the Building and Development Planning Team under the Supervision of the Team Leader Building.
- Ensure that prompt and courteous attention is given to internal and external clients with respect to Building and Development issues.
- Negotiate and liaise with Developers and staff as required by the position.
- Provide accurate, timely and professional advice to internal and external customers, including detailed investigations, reports, briefings and other correspondence relating to development proposals, building certification, fire safety and compliance activities.
- Carry out all duties associated with appointment as a Principal Certifier.
- Maintain documentation in accordance with record keeping policies and legislation.

Performance Standards

- Ensure that all applications are assessed in accordance with statutory requirements, Council's Local Environmental Plan, any relevant development Control Plan or Council Policy.
- Ensure that the processing and turnaround times for Development Applications and Combined Development Applications, Construction certificates, Complying Development Applications and Section 149 Building Certificates, are in accordance with the targets as outlined in Council's relevant building and development applications Management Plan.
- Ensure all inspections required by legislation are carried out within statutory timeframes and certification issued upon satisfactory completion.

- Ensure that pre-application meetings with customers are arranged as needed to provide advice ensuring that applications can be approved without request for further information.
- Undertake duties directed to the position by the Team Leader or Manager promptly and to an agreed timeframe.

Core Duties and Responsibilities

Following is a list of specific duties and responsibilities that are required in this position, as well as other positions within the organisation;

Operational

- Ensure compliance with Council processes and procedures.
- Provide clear, concise and appropriate advice and recommendations in a timely manner.
- Conduct adequate and timely research in order to provide quality and accurate advice and responses.
- Overseeing works, proactive engagement with the community and liaising with a range of internal and external stakeholders.
- Efficiently deal with customer requests while providing a high level of service

Workplace health and Safety

- Follow Council's WHS policies and procedures as instructed.
- Ensure their actions do not adversely affect the health and safety of themselves or any other person.
- Report all WHS hazards and incidents to their supervisor as soon as possible.
- Participate in all required WHS training.
- Follow all reasonable directions from supervisors, managers, and others in regard to safety.

People Leadership

- Role model the Lithgow City Council's values and behaviours
- Be aware of the well-being of the team.

Business Performance

- Set priorities, prepare timetables, work schedules and maximise output whilst ensuring high quality outcomes.
- Contribute to the integration of core services across Council.
- Maintain a current working knowledge of relevant industry developments, legislation and practice.
- Identify appropriate training needs and participate in training and other professional development.
- undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).

Supervisory Responsibilities

Will be required to assist the Team Leader Building in the supervision and training of Council's Trainee Building and Development Officer.

Signatures

I agree to the requirements of this Position Description.

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Manager	Date

Selection Criteria

Essential

- Degree qualification (or equivalent) in building surveying, fire engineering or other relevant discipline (graduates or pending graduates may be considered).
- Either hold, or be eligible for**,** a building surveyor—unrestricted, building surveyor—restricted (all classes of building) or certifier—fire safety, accreditation under the NSW Building and Development Certifiers Regulation 2020.
- Demonstrated experience in Local Government Building Control and a working knowledge of the related relevant regulations and legislation. Including the Environmental Planning and Assessment Act 1979, in particular development assessment and control under Part 4; building certification under Part 6 ; compliance investigation and enforcement under Part 9, Building Code of Australia and experience in its interpretation, Protection of the Environment Operations Act and other relevant legislation.
- Demonstrated experience and sound working knowledge of the Environmental Planning and Assessment (Development Certificate and Fire Safety) Regulation 2021.
- Demonstrated experience in carrying out critical stage inspections for all classes of buildings.
- Hold a White Card (NSW General Construction Induction card)
- Well-developed communication skills and ability to prepare a wide range of communication materials, including reports, correspondence, submissions, policies, procedures, and other corporate documents.
- Ability to manage time, set priorities and organise work outputs.

- Ability to build and maintain relationships with internal and external stakeholders to assist in completing planning activities.
- Understanding of record management practices.
- Well-developed computer literacy skills including the NSW Planning Portal, Microsoft Office, and Geographic Information Systems.
- Demonstrated ability to work and contribute as part of a team.
- Demonstrated ability to comply with the WHS Act and Regulations, Safe Work NSW Codes of Practice, Australian Standards and Council's WHS Policies and Procedures.

Desirable

- A1 or A2 Building Certifiers Accreditation
- A willingness to learn and further develop professional skills