

Position Description

Job Title

Building Compliance Officer

Purpose

This role is responsible for deliver building compliance and regulatory services through inspections, investigations, monitoring and enforcement activities under the Building Act 2004 and related legislation. Working closely with property owners, industry professionals and partner agencies, you'll provide practical, customer-focused solutions while ensuring compliance outcomes are timely, consistent and proportionate.

Specific duties and responsibilities

Compliance Monitoring and Enforcement

- Monitor compliance with the Building Act 2004, Building Code, regulations, bylaws, Council policies and associated legislation, including investigating complaints, reports and suspected unconsented or non-compliant building work.
- Undertake inspections and monitoring relating to dangerous, insanitary and earthquake-prone buildings, swimming pool barriers, Building Warrant of Fitness, amusement devices and other building compliance matters.
- Apply a consistent, proportionate and risk-based compliance approach in accordance with Council policy and agreed enforcement practices.
- Prepare statutory notices, monitor compliance, and support effective regulatory outcomes.
- Prepare evidence, reports and documentation to support investigations and enforcement action.
- Provide advice and recommendations to the Building Control Manager on significant, complex or high-risk matters.
- Maintain accurate and complete records of inspections, investigations, decisions and compliance actions.

Territorial Authority Functions

- Undertake Territorial Authority functions under the Building Act 2004 in accordance with legislative requirements and Council procedures.
- Assess, prepare, issue and maintain compliance schedules, including monitoring ongoing compliance and undertaking on-site audits.
- Import, vet and assess and determine matters including Certificates of Acceptance, Schedule 1 exemptions, Certificates for Public Use, Project Information Memorandums, waivers and modifications.

- Maintain accurate and current statutory building records and information in accordance with legislative requirements and Council procedures.
- Ensure decisions are evidence-based, appropriately documented and completed within statutory timeframes.

Building Consent Authority

- Import and assess applications for building consents.
- Provide accurate, timely and practical advice to customers regarding building requirements, legislation, compliance and regulatory processes.
- Support the Building Consent Authority in meeting its continuing accreditation requirements.

Regulatory Collaboration and Continuous Improvement

- Work collaboratively with internal teams, other local authorities and external agencies to support effective regulatory outcomes.
- Provide specialist building compliance advice and support across Council teams where required.
- Support wider Council compliance and enforcement functions, including regulatory, bylaw and cross-functional compliance initiatives where appropriate.
- Identify and contribute to improvements in processes, systems and service delivery.
- Raise identified quality assurance issues and opportunities for improvement with the Quality Control Officer and Building Control Manager.
- Provide feedback and advice to management on central and local government policy proposals, industry trends and regulatory matters where requested.
- Maintain professional competency and remain current with legislative changes, industry standards and best practice.
- Participate in relevant training and professional development.

Health and Safety

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

Civil Defence/Emergency Management

- To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

General Duties

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.
- As requested by your manager any other reasonable duties required.

Key Outcomes

- Building compliance matters are investigated and addressed consistently, proportionately and within legislative and Council timeframes.
- Territorial Authority and Building Consent Authority functions are carried out accurately and in accordance with legislative and accreditation requirements.
- Statutory records, compliance schedules and building information are accurate, current and readily retrievable.
- Customers and stakeholders receive timely, clear and practical advice and are kept informed of relevant compliance processes.
- Enforcement decisions and actions are appropriately documented and supported by sufficient evidence.
- Quality assurance requirements are met, and opportunities for process and service improvements are identified and acted upon.
- The role contributes positively to team performance, regulatory outcomes and a strong health and safety culture.

Key Relationships

Internal

- Chief Executive

- Senior Leadership Team
- Mayor and Councillors
- Westland District Council staff

External

- Ratepayers, residents and the general public
- Industry stakeholders
- Consent and licence applicants, holders and their agents

Delegated Authority:

Nil

Staff management:

Nil

Reporting To

Building Control Manager

Skills, experience & education

Qualifications and Experience

- A minimum of 5 years relevant experience in regulatory, compliance, enforcement, building or customer-facing work.
- Competence with Microsoft Office and computer-based systems.
- Regulation 18 qualification (National Diploma Level 6) is desirable but not essential.
- Current full New Zealand Driver Licence.

Knowledge and Skills

- Working knowledge of the Building Act 2004, Building Code, Building Regulations and associated legislation, or the ability to acquire this quickly.
- Ability to interpret and apply legislation, policies and procedures consistently and practically.
- Experience undertaking inspections, assessments and investigations and determining appropriate compliance responses.
- Ability to interpret building plans, specifications and technical information.
- Strong communication, customer service and relationship-building skills, including the ability to manage challenging conversations.
- Strong organisational skills, attention to detail and ability to manage competing priorities and statutory deadlines.

- Sound computer literacy and ability to maintain accurate records
- Ability to work collaboratively, demonstrate initiative and exercise sound judgement.
- Understanding of the political and sensitive nature of local government.

I have read, understood and accept the above position description:

SIGNED by EMPLOYEE:

NAME:

DATE: