

Position Description

Position Title	Building Surveyor
Position Number	BISU03, BISU05, BISN02
Directorate	Planning & Development
Business Unit/s	Development Services
Reports to	Senior Building Surveyor
Classification	Level 7 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling’s core values are:



Approachable
We are welcoming, respectful and work collaboratively towards our shared goals.



Responsive
We understand our Community needs and are proactive to achieve positive outcomes.



Transparent
We approach work with integrity and are open in our interactions.



Innovative
We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

Reporting Relationships

This position reports to Senior Building Surveyor.

Business Unit Objective

To facilitate development within the City and enhance the quality of the built form by providing an effective, prompt and efficient approvals service.

Position Overview

The Building Surveyor is primarily responsible for all necessary work associated with the processing of various relevant statutory building and routine statutory planning correspondence, enquires, proposals and decisions within the area of responsibility of the Business Unit.

Position Objectives

- Response to written and verbal customer enquiries,
- Applicant liaison and pre-lodgment advice,
- Inspections, statutory and technical assessment,
- Research and investigation,
- Maintenance of appropriate records,
- Preparation and presentation of the Council's position in public meetings, evidence, appeals or enquiries,
- Stakeholder consultation,
- Assessment and consideration of public submissions,
- Assessment and consideration of neighbor comments
- Preparation of internal reports, recommendations or advice to outside agencies,

Associated with the following core responsibilities of the Business Unit;

- Processing of various statutory building and routine statutory planning proposals,
- Provision of statutory building and routine statutory planning advice to management, the general public and Council.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Tertiary level qualifications in Building, or a related discipline or accreditation as Building Surveyor Practitioner Level 1 or Level 2.	Essential
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Registration as a Building Surveyor Practitioner in Western Australia	Essential
Knowledge, Skills, Experience & Abilities	
High level of knowledge and understanding of the principles and practice of statutory Building Control in a Local Government environment.	Essential
Ability to exercise decision-making and judgement in a logical, lawful and accountable manner.	Essential
Excellent communications skills (both written and oral) and the ability to negotiate at high levels.	Essential
Excellent knowledge of the relevant legislation and statutory processes.	Essential
Demonstrated experience in a relevant area.	Essential
Relevant Building Surveying experience.	Essential
Relevant Local Government experience.	Desirable
Other	

National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date	February 2020	Officer Principal Building Surveyor