



Principal Building Surveyor

Job Description Form

Position details

Position number	Various
Level	7
Award/Agreement	<i>Public Service Award 1992</i> <i>Public Service and Government Officers CSA General Agreement 2017</i>
Branch	Various
Directorate	Various
Division	Building Commission
Location	Cannington

Job description

Overview of role

Primary responsibilities for this role are to ensure compliance with Building laws, and guide industry on their application.

As authorised person on behalf of the State under the Building Act 2011, Building Services (Registration) Act 2011 and Building Services (Complaint Resolution and Administration) Act 2011.

Key responsibilities

- Audit work of registered building surveyors.
- Provide advice on the development and application of building standards.
- Liaise with stakeholders and develop ongoing networks and relationships.
- Provide assistance to local government and permit authorities, ensuring that administrative and legislative requirements are met.
- Review relevant legislation and policies, and develop new codes and guidance documents.
- Provide training and education to the Building Commission staff, industry and other stakeholders on building standards and the relevant legislation.
- Fulfil various responsibilities under the Building Commission legislation including the task of acting as the authorised person.
- Take reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the *Occupational Safety and Health Act 1984*.

Work related requirements

Shapes and manages strategy

1. Demonstrated ability to plan and act strategically to ensure the delivery of agreed outcomes.

Achieves results

2. Demonstrated conceptual, analytical and problem-solving skills with the capacity to develop new and improved procedures and evaluate service delivery.
3. Demonstrated ability to lead in a team environment and contribute to the achievement of team goals.
4. Demonstrated ability to interpret and apply legislation and an excellent understanding of building processes, Building Codes and Standards.

Builds productive relationships

5. Promotes a customer-focused approach and aligns the objectives of the Branch with those of the Building Commission and other industry areas to achieve best practice.

Exemplifies personal integrity and self-awareness

6. Demonstrated high level of professionalism.

Communicates and influences effectively

7. Well-developed interpersonal and communication skills, including negotiation, consultation and public speaking.

Qualifications (Optional)

8. Holds a Building Surveying Practitioner Level 1 certificate of registration under the Building Services (Registration) Regulations 2011 or is eligible to hold such a certificate.

Appointment conditions

Integrity requirement	A satisfactory, National Police Certificate or National Police History Check.
Travel requirements	Flexibility to travel within the state is required.
Driver's licence	A current "C" class car licence is required.
Other	Nil.

Certification (HR use only)

The duties, responsibilities and requirements of this role have been approved by the appropriate delegated authority.

This Job Description Form was registered on 11/12/2017.