



## Position Description

<b>Position Title:</b>	Senior Building Compliance Officer	<b>Classification Level:</b>	6
<b>Position Number:</b>	33652	<b>Reports to:</b>	Assistant Director Building Permit Authority L8
<b>Directorate:</b>	Building and Contracts	<b>Supervises:</b>	0 FTE
<b>Branch/Section:</b>	Operations/Building Technical Services	<b>Location:</b>	Perth Metropolitan Area

## Our Values

### Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

### Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

### Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

### Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

## Role Summary

The Senior Building Compliance Officer reviews applications for permits and prepares recommendations for permits to be granted within the Department's Permit Authority, ensuring compliance with the WA Building Act, the National Construction Code, and relevant Australian Standards.

This position is also responsible for undertaking scheduled inspections of building projects and a range of activities in support of the Permit Authority. The Senior Building Compliance Officer will work autonomously and as part of a team to provide technical advice, participate in regulatory quality audits and provide technical reports on the outcomes of inspections and audits.

## Responsibilities

- Review detailed application permits, assist applicants with the application process and prepare approval documents as appropriate.
- During construction, undertake compliance inspections of Government's non-residential construction projects and provide reports on those inspections.
- Identify and provide recommendations and advice to consultants and contractors on the application of the National Construction Code requirements, the Building Regulations and other relevant standards and regulations.
- Contribute to technical advice on impact of legislative and regulatory matters on the Department's works projects and advice on plans and specifications for commercial and public buildings to ensure high standards of sustainable, durable, and low maintenance public buildings.



- Contribute to independent advice to the Department, Government, and agencies to achieve compliance with building legislation and standards including the WA Building Act, the Building Code of Australia and relevant regulations.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

### Essential Requirements

- A trade or construction qualification with significant hands-on experience in non-residential building construction or maintenance and a high level of knowledge in building methods, building quality, codes, and standards compliance.
- Ability to interpret technical construction and contract documents and prepare technical reports.
- If not already qualified, commitment to work towards qualification and registration as a Level 1 or 2 Building Surveying Practitioner with the WA Building Commission.
- Highly developed communication, interpersonal and negotiation skills with ability to liaise with high-level stakeholders and deliver a customer-centric service.

### Desirable Requirements

- Possession of a relevant tertiary qualification.
- Knowledge of government procurement policies and issues.
- Experience in a similar role including familiarity with the Building Act and Regulations, NCC and associated Australian Standards.

### Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.



## **Pre-employment Requirements**

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

## **Certification**

Verified by: L.Cooper, HR Officer, November 2025

Classification Evaluation Date: April 2017