



Southern Grampians
SHIRE COUNCIL

Private and Confidential

**Candidate Briefing Notes for the Position of
Building Inspector / Building Surveyor Limited**

About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

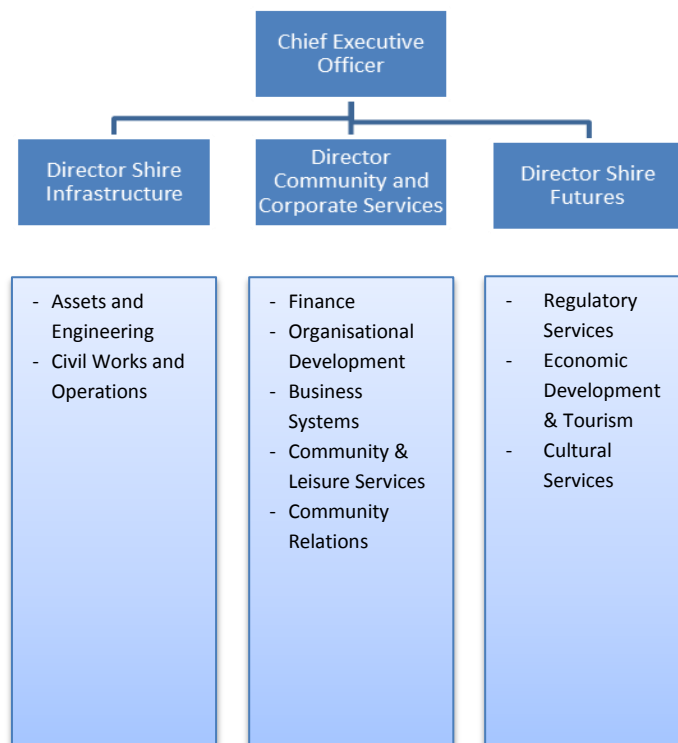
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Branxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Penshurst and Tarrington. Seven elected members, including the Mayor represent the community of Southern Grampians. For further information visit www.visitgreaterhamilton.com.au
Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



Our Values

Innovative

We will be open to new ideas, will welcome creativity and embrace change.

Collaborative

Together we will work smarter to achieve agreed common goals

Respectful

We will be caring, accept differences and value diversity

Trusting

Will be open, honest and brave

Empowering

We will provide opportunities, and deliver and inspire success

INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- Follow instructions in the Candidate Briefing Pack.
- Provide a covering or application letter.
- Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

SUBMITTING YOUR APPLICATION

Your application can be submitted via email to jobs@sthgrampians.vic.gov.au

or via post to:

Manager Organisational Development
'Private and Confidential'
Locked Bag 685
Hamilton 3300

Applications must be addressed to the above email address, applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

AFTER INTERVIEW

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

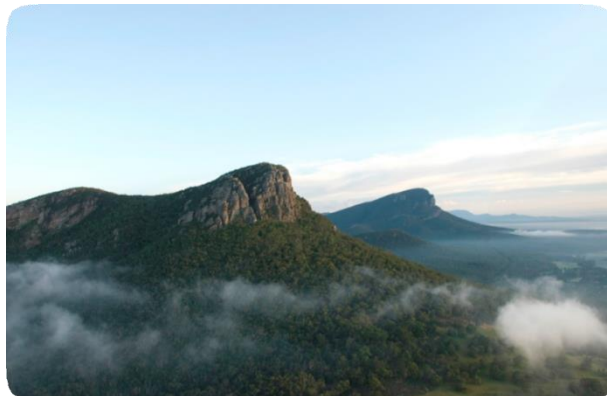
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

CONFIDENTIALITY *(Each panel member to sign this section.)*

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

As a member of the selection panel for

_____,
(name of position)

I understand and agree to abide by the confidentiality requirements of this selection process.

Name: _____ Signature: _____ Date: _____
(please print)

DECLARATION OF INTEREST *(to be completed if applicable)*

Panel members are also reminded that the Recruitment, Selection and Appointment Standard requires selection methods and their application to be free from bias, patronage and nepotism.

Each panel member is required to declare if he or she has any family, marital or personal relationship with any of the applicants in this selection process that may compromise the panel member's ability to undertake this role.

DECLARATION

Name of Panel Member: _____
(please print name)

Nature of Declared Interest: _____

Signature: _____ Date: _____

The above matter has been discussed with me (_____)
as panel convenor and the following determination made:

Position Details

Title:	Building Inspector/ Building Surveyor Limited
Classification:	Band 6 to 7
Position Number:	025
Business Unit:	Planning and Regulatory Services
Reports to:	Manager Building Services/Municipal Building Surveyor

Position Objectives:

- To provide an effective and efficient service in relation to building inspections for all Classes of buildings including Commercial, Residential, Public and Industrial developments;
- To provide clients with a customer-focused, professional building related advisory service.
- To assist the Municipal Building Surveyor with the enforcement provisions in accordance with the Building Act 1993.
- To assist the Municipal Building Surveyor with the assessment of building permit and consent and report applications.

Key Responsibilities

Building Services

- Assist in the investigation and evaluation of building development proposals;
- Ensure that statutory requirements, regulations, technical standards and codes of practice are understood and applied consistently;
- Provide the public and customers with a professional and up-to-date advisory service, and assist the public with building enquiries, including preparation of written and email correspondence.
- Assist in the development and maintenance of appropriate information advisory materials and record keeping systems;
- Prepare draft reports, building notices, building orders, directions to fix as directed and appropriate, on non-compliance breaches and development proposals;
- Assist with inspections and site investigations to advise and assist clients, ensuring fair and proper compliance with relevant legislation and Council policies;
- Assist in the development and promotion of a business focus to promote the business unit services across the Shire and adjoining Shires;

- Undertake inspections of Council owned or controlled buildings, for fire safety and ESM compliance purposes;
- Assist with building permit application assessments including Report and Consent applications.
- Assist with the inspection of buildings for compliance with the Essential Safety Measures maintenance requirements.

Community Consultation

- Establish positive communications with clients and the general public, educate and promote the need for adherence to various statutes, legislations, local laws and policies;
- Maintain confidentiality as appropriate in respect to all dealings of a sensitive or confidential nature.

Extent of Authority

- Accountable for the efficient and effective operation within a team environment, and for the provision of professional advice, conduct and analysis in respect to development proposals and approvals;
- Operates according to the policies and procedures of Council, the budget of the Unit, and relevant legislations;
- Commit to and adhere with Councils Child Safe Requirements.

Judgement and Decision Making

- Responsible for the provision of specialist advice to members of the Unit, other staff, and the general public, which may involve judgement and decisions of a complex nature;
- Operates in accordance with Council policies and corporate objectives, with guidance and advice usually available within necessary timeframes;
- As a member of a professional specialist team, judgements and decisions made have potential to influence overall performance of the Unit, and to impact on the broader community.

Specialist Skills and Knowledge

- A proficient theoretical and practical knowledge of building construction practices, the ability to methodically interpret building plans, specifications, practices, associated standards and legislation;

- An understanding of the operations of Local Government building control, and the legal processes in relation to building legislation and technical standards within Victoria;
- Highly developed analytical, investigative, interpretive and problem-solving skills;
- A general understanding of Council's strategic goals.
- A comprehensive understanding of the Building Act 1993, Building Interim Regulations 2017, the Building Code of Australia Volumes One and Two, relevant associated legislation and applicable Australian Standards.

Management Skills

- Ability to effectively plan, organise and manage own time to achieve targets within set timetable;
- Ability to adapt to change and demonstrate innovation;
- Responsible for ensuring the health, safety and wellbeing of self and employees by:
 - Implement and Monitor compliance with workplace policies and procedures;
 - Engage with and support HSRs, OHS committees, supervisors and managers;
 - Conducting safety inductions and local topic specific training;
 - Support/mentor HSRs and supervisors;
 - Support staff awareness of OHS responsibilities and accountabilities;
 - Assist with implementing OHS plans and strategies;
 - Supporting managers in activities that foster a positive OHS culture.

Inter-personal skills

- Verbal communication skills of an order sufficient to effectively:
 - Negotiate and resolve conflict;
 - Liaise and negotiate with business and community representatives and clients;
 - Liaise with counterparts within the industry, and all levels of Council staff in the exchange of views and problem resolution;
 - Develop effective formal and informal public presentations;
 - Represent the Unit on committees as directed;
- Prepare clear and concise reports to management and Council as required;

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
- Southern Grampians Shire Council Staff Code of Conduct;

- Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Key Selection Criteria

The employee will demonstrate the following:

- ✓ Current Victorian Driver's Licence
- ✓ A demonstrated knowledge of current building practices, and capacity to interpret relevant legislations;
- ✓ Demonstrated experience in operation of computers and databases.
- ✓ Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions;
- ✓ Good Communication and people skills
- ✓ Ability to gain cooperation and assistance from other employees and external stakeholders.
- ✓ Ability to remain pleasant and courteous at all times even when dealing with difficult people.
- ✓ Ability to deal discreetly and tactfully with confidential and sensitive matters;
- ✓ Highly developed analytical, investigative, interpretive and problem-solving skills;
- ✓ Highly developed interpersonal and conflict resolution skills;
- ✓ Demonstrated capacity to effectively plan, organise and manage own time, to achieve targets within set timelines.
- ✓ Eligible for VBA registration to act as a Building Inspector unlimited within Victoria as issued by the Building Practitioners Board; Limited or unlimited Registration as a Building Surveyor would be considered advantageous.
- ✓ Relevant and demonstrated experience in Local Government building regulation and enforcement or in Private practice;
- ✓ Demonstrated experience in operation of computers and databases (eg. Word, Outlook and similar programs);

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____