

# Position Description

## Cadet Building Officer

<b>Your role:</b>	Cadet Building Officer
<b>You will report to:</b>	Team Leader, Building Services
<b>Your Directorate:</b>	Community & Development
<b>Your Salary Level:</b>	General Officer Level 3 Step 1 (\$85,540.72)
<b>Special Conditions:</b>	<p>Must have a current class 'C' driver's license and be able to travel between sites when required.</p> <p>Must be studying towards an appropriate Building Surveying qualification.</p> <p>A satisfactory Medical Clearance for this role is required</p>

### Position Overview

In this position you will be the first point of call for the Building Services Team and provide technical building advice to customers (internal and external) based on the National Construction Code, the Planning, Development & Infrastructure Act 2016 (SA) and Planning, Development & Infrastructure (General) Regulations 2017 (SA), Australian Standards and Council policy and procedures. The position focuses on managing and processing development applications including all building consents issued by Private Accredited Professional and variation applications in the PlanSA Portal. Responding to building related enquiries, maintaining the council Essential Safety Provision register, including annual returns and providing general support for the activities of the Building Services Team.

You will undertake the assessment of minor building applications under supervision in accordance with the requirements of the Building Code of Australia and National Construction Code in a timely manner and building inspections of class 1 and 10 buildings or structures in accordance with the State Government's Inspection Policies (Practice Direction 8 [Swimming Pools] and Practice Direction 9 [Council Inspections]).

You will be required to exercise initiative and judgement where procedures are not clearly defined. Direction and instruction will be available from senior officers where there are no clearly established policies and procedures and for development assessments.

This position works within a dynamic, service focussed environment. You will be required to make informed decisions using your judgment, guided by established policies and procedures, while keeping the Team Leader Building Services and/or Manager Development Services expectations in mind.

## About the Team

You will be part of a Directorate dedicated to shaping a vibrant and thriving community through visionary leadership, active collaboration, continuous improvement and a commitment to excellence in service delivery. You will be part of a team that fosters strong community connections and strives to deliver outstanding outcomes in community and development services. Guided by the principles of the Customer Service Framework, Council employees are passionate about providing exceptional service that places our community at the heart of everything we do.

## Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

## Our values

<b>Grounded in Trust</b>	Build strong foundations through respect, safety, integrity and transparency
<b>Cultivating Connections</b>	Engage with each other and our community to create a thriving, collaborative environment
<b>Nurturing Excellence</b>	Deliver with pride to achieve the best outcomes and celebrate our success
<b>Sowing Seeds for Tomorrow</b>	Foster growth and innovation for a sustainable future

## Your Stakeholders

<b>Internal</b>	Director, Community & Development, and other employees across the organisation
<b>External</b>	Community individuals and groups, regulatory bodies and Government departments, including Local Government bodies, suppliers, consultants, agencies, accredited professionals, builders, architect and contractors

## Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

## Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees.

## Position Responsibilities

- First point of contact for customers when transferred to Building Services team to assist with technical related building enquires
- Monitor PlanSA Portal and Building Notification Mailbox (enter when required) incoming building work notifications and allocate inspections to Building Officers within statutory requirements.
- Report breaches of building notifications to Development Administration to process expiations.
- Review building consents issued by private Accredited Professionals for inconsistencies for all Class 1a, Class 7b and Class 10 buildings, including but not limited to identifying inconsistencies, compliance fees, and assigning building notifications.
- Manage variations for building consent including endorsing for council and collating required documentation.
- Manage the Essential Safety Provision Register for commercial buildings including the regular updating of the register.
- Undertake minor development assessment work including administering requirements of the Building Code of Australia and Planning, Development & Infrastructure Act 2016 and Regulations and checking applications for compliance.
- Undertake building inspections within required timeframes under the supervision of the Team Leader Building Services or Senior Building Officer and action any follow up work associated with the site inspection within the legislative timeframes.
- Accurately enter information (assessment and compliance) within the database systems used by Council and the SA Planning Portal.
- Undertake other duties as required by the Team Leader Building Services.

## Position Criteria

Technical Knowledge & Experience	<ul style="list-style-type: none"> <li>• Ability to use common business software at an advanced level.</li> <li>• Knowledge of the building assessment and building inspections requirements.</li> <li>• Well-developed ability to understand and evaluate building plans, technical specifications, and development legislation.</li> <li>• Ability to physically undertake building compliance inspections of approved developments.</li> <li>• Ability to think logically and conceptually.</li> <li>• Manage time, plan and prioritise projects and tasks and organise work to meet deadlines.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Sound knowledge of Local Government roles, functions, processes and policies.</li> </ul>	Desirable
Collaboration and Communication	<ul style="list-style-type: none"> <li>• Ability to communicate effectively both verbally and in writing.</li> <li>• Proven interpersonal skills, including conflict resolution and negotiation skills.</li> <li>• Ability to deal with confidential information in a discrete manner</li> </ul>	Essential
Qualifications	<ul style="list-style-type: none"> <li>• Enrolled in, or in the process of completing a formal Building Surveying tertiary qualification that will provide the recipient an appropriate qualification to obtain Accredited Professional Building Accreditation 4.</li> </ul>	Essential

Customer Service	<ul style="list-style-type: none"> <li>Demonstrated achievement in and enthusiasm for the provision of high-quality customer service</li> </ul>	Essential
Government Experience	<ul style="list-style-type: none"> <li>Experience working in a government environment</li> </ul>	Desirable
Corporate Experience	<ul style="list-style-type: none"> <li>Working knowledge of Office 365 and use of corporate technology</li> </ul>	Essential
Finance Delegations	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
People Leadership	<ul style="list-style-type: none"> <li>Nil</li> </ul>	

# Job Requirements Guide

## Frequency guide

1. Constant (ongoing, occurs daily)
2. Frequent (occurs 1-2 times daily)
3. Occasional (occurs 2-4 times per week)
4. Infrequent (occurs once per week or less)

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y	X				
Walking	Y	X				
Sitting	Y	X				
Bending /twisting the back	Y			X		
Bending /twisting the neck	Y			X		
Kneeling/squatting/ crouching	Y			X		
Climbing e.g. stairs/steps/ladders	Y		X			
Reaching forward /sideways >30 cm	Y		X			
Working with hands above shoulder height	N				X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	Y		X			
Pushing/pulling/dragging	Y			X		
Gripping/grabbing	Y			X		
Fine hand coordination	Y		X			
Holding/supporting any object or person	N				X	

Environmental						
Work in an indoor/outdoor environment	Y		X			
Work at heights	Y			X		
Work in confined spaces	N				X	
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				
Exposure to noise	Y				X	
Contact with chemicals/cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	N				X	
Exposure to fumes/dust	N				X	
Managing security/private information	Y	X				

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y	X				
Dealing with highly emotional/ conflict situations	Y		X			
Dealing with difficult/complex negotiation of a personal nature	Y	X				
Working in a team requiring maintenance of relationships/ communication with others	Y		X			
Working in isolation or with limited interpersonal interactions/ supervision	Y			X		
Working in a busy environment where time pressures and / or fast work pace may be required with frequent interruptions	Y	X				
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				