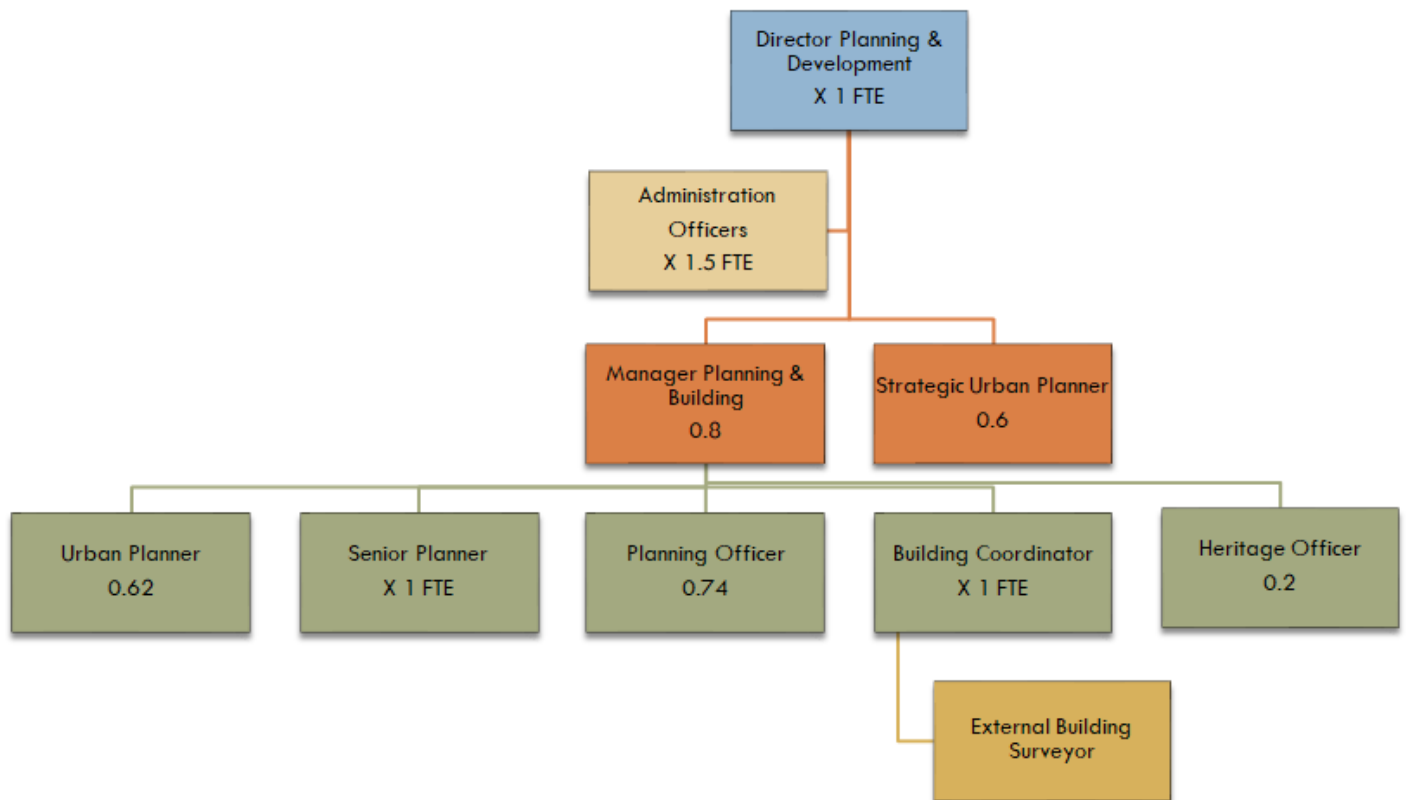


POSITION DESCRIPTION

Position Title	Building Administration Coordinator
Directorate	Planning & Development
Award/Agreement	TOC Enterprise Agreement 2017
Classification of Position	Level 8
Positions under Direct Supervision	Nil
Reports to	Manager Statutory Planning

Directorate Structure



ORGANISATIONAL CONTEXT OF POSITION

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 9600 people and is located in the picturesque western suburbs of Perth, Western Australia.

The Town has five key goals: Liveability, Prosperity, People, Environment and Governance & Leadership.

ORGANISATIONAL MISSION

We exist to deliver quality services for Claremont today and to build the foundation for the future.

ORGANISATIONAL VISION

Claremont will develop as a harmonious cosmopolitan Town, creating opportunities for community wellbeing and business prosperity: while respecting and celebrating the past.

ORGANISATIONAL VALUES

Respect. We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.

Integrity. We are open, accountable and honest.

Quality Communication. We demonstrate our respect for our community and each other through timely, accurate and understandable communication.

Customer Service. Every contact with a customer is important and an opportunity to demonstrate our commitment.

Excellence. Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

This key objective of this position is To coordinate building services within the Town of Claremont, which includes assisting to oversee the Building Services Contract with the Director Planning and Development, Manager Statutory Planning and Building, the Building Surveyor and or contracted service provider, undertaking the administrative functions associated with the Building Services business unit and managing specific building related projects

Objective 1: Building Control

- Coordinate the provision of technical advice and guidance to Council, staff and ratepayers on Building Act, Building Regulations and other related matters of statute, Local Laws and Town of Claremont policies, guidelines and procedures.
- Consult, advise and liaise with building consultants and practitioners on all administrative aspects of development proposals, approvals and clearances in liaison with the building services provider as required.
- Coordinate comments and requirements from other technical departments (Planning, Health and Engineering) and finalise assessment of applications prior to referral to the Building Services provider for the issue of appropriate approvals.
- Maintain, and regularly review the Building Services procedures of the Town.
- Assist in resolution of all building and pool compliance issues.

Objective 2: Administration

- Assist in the overseeing of the Building Services contract.
- Assist in the overseeing of the Swimming Pool Inspection contract to ensure all records are updated and ensure rateable pools are rated accordingly.
- Registration of applications and associated administration with those applications relating to the operations of Council's Building Services.
- Prepare monthly and quarterly business plan department statistical reports.
- Update computerised records with building application details and file documentation following processing.
- Take a proactive role in ensuring that Building Services meets its objective for the preparation, issuing and completion of licences, certificates and permits as required under the Building Codes of Australia, the Building Act and Building Regulations, Local Laws and the Town of Claremont policies, guidelines and procedures.
- Assist with development and implementation of building procedures and use initiative to improve them.
- Comment on relevant Development Control Unit matters and seek advice/clarity on building issues relative to development applications from the Building Surveyor and /or Building Services Contractor as required.
- Assist with the preparation of report items for the Planning and Development Directorate as required.
- Assist in administration matters for the Planning and Development Directorate as required.

Objective 3: Approvals

- Prepare correspondence relating to the operations of the Town's Building Services.
- Type correspondence in relation to public consultation/notification and related matters as required,
- Register and circulate applications and provide administrative support to the Development group as required.
- Issue Sign Licences following liaison with Statutory Planning Services and the Building Services Contractor as required.
- Issue Demolition Permits following liaison with Statutory Planning Services and Building Services Contractor as required.

Objective 4: Projects

- Under the direction of Director Planning and Development or Manager Statutory Planning and Building undertake projects that are within the scope of the Building Services Business Unit as may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 5: Continuous Improvement

- Contribute to the development, implementation and review of procedures to ensure conformity with the Building Act and Building Regulations.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 6: Customer Service:

- Respond to written, counter and telephone enquiries relating to building matters.
- Assist in liaising with developers, builders, owners and occupiers of properties to take appropriate action to ensure conformity with requirements of a building related application.

Objective 7: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.

- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 8: Corporate Responsibility (For all Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate ongoing commitment to the Town's Customer Experience Charter.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

SELECTION CRITERIA

Essential

- Demonstrated experience in contract administration and project management with a focus on Planning and Development procedures.
- Demonstrated knowledge and experience in the application of the Building Act, Regulations and other relevant legislation to local government environments.
- Proven ability to work under pressure with minimal supervision and to use initiative.
- High level of customer service skills.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Ability to handle sensitive material with tact and strict confidentiality.
- Advanced word processing skills.

Desirable

- Previous Local or State Government appointment in a relevant building, planning or development department.
- Previous experience using a property management database.
- Advanced knowledge of the role and structure of local government and relevant protocols relating to statutory requirements and decision making procedures of Council.
- Tertiary qualification or relevant experience in contract administration, project management or building related matters.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for citing or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for citing 100 points of identification (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by human resources).
- Provide evidence of the Right to Work in Australia.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

SIGNATURES:

APPROVED	CEO/Director			Date:	
Employee Name:		Signature:		Date:	