

Position Description

POSITION:	Building Control Officer (Processing)
REPORTS TO:	Regulatory Services Manager
LOCATION:	Cromwell/Alexandra

Purpose

The Building Control Officer – Processing is responsible for assessing building consent applications and associated documentation to ensure compliance with the Building Act 2004, Building Regulations, the New Zealand Building Code and relevant standards.

The role contributes to maintaining the Council's Building Consent Authority (BCA) accreditation, ensuring regulatory decisions are consistent, technically robust and defensible, while supporting efficient and customer-focused consent processing.

The position works under the technical direction of the Senior Building Control Officer and collaborates closely with the Team Leader Building Control to ensure consistent regulatory practice and effective service delivery.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.



**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Principal Duties and Responsibilities

Building Consent Processing

- Assess building consent applications and supporting documentation to determine compliance with the Building Act 2004, Building Code and relevant legislation.
- Review plans, specifications, engineering documentation, producer statements and other supporting information.

- Identify and apply appropriate compliance pathways, including Acceptable Solutions and Alternative Solutions.
- Prepare clear and appropriate Requests for Information (RFIs) where additional information is required.
- Ensure reasons for decisions are technically robust, clearly documented and accurately recorded in Council systems.
- Grant building consents within delegated authority in accordance with the Building Consent Authority Quality Management System (QMS).
- Consent processing responsibilities will align with the officer's approved competency levels under the Council's Building Consent Authority competency framework.

Regulatory Decision Making

- Exercise delegated regulatory authority when making building consent decisions.
- Ensure decisions are consistent with legislative requirements, Council policies and BCA accreditation standards.
- Escalate complex or high-risk applications to senior staff where required.
- Maintain clear and defensible documentation supporting regulatory decisions.

Quality Assurance & Accreditation

- Operate in accordance with Council's Quality Assurance System (QAS) and BCA accreditation requirements.
- Maintain accurate and auditable records within Council systems.
- Participate in internal audits, quality reviews and BCA accreditation assessments.
- Contribute to the continuous improvement of consent processing systems and practices.
- Maintain appropriate supervision records where consent assessments or regulatory decisions are undertaken under supervision as part of the Council's BCA competency framework.

Customer and Industry Engagement

- Provide clear regulatory guidance to applicants, designers, builders and the public.
- Support applicants to achieve compliant building solutions.
- Promote a professional and solutions-focused approach to building control.
- Contribute to improving consent quality through constructive engagement with industry.

Collaboration

- Work collaboratively with internal teams including Processing, Building Support, Planning, Engineering and Customer Services to ensure coordinated regulatory service delivery
- Share information and technical knowledge to support consistent decision-making and efficient processing of building consent applications.

- Contribute to a positive and collaborative working environment across Regulatory Services and the wider Council.
- Support integrated service delivery by engaging constructively with colleagues across departments.

Health and Safety

- Champion, comply with and promote Council's health and safety policies, systems and procedures.
- Ensure all work activities are undertaken in accordance with the Health and Safety at Work Act 2015 and associated regulations.
- Take reasonable care for your own health and safety and that of colleagues, contractors and the public.
- Identify and report hazards, incidents and risks to contribute to a safe workplace.

Other Duties

- Undertake other duties and responsibilities reasonably within the scope of the role as directed by the Regulatory Services Manager, Group Manager Infrastructure, Planning and Regulatory or the Chief Executive.
- Be available as the duty building officer to assist with inquiries and provide support.

Key Result Areas

Success in the role will be demonstrated through:

- Building consent applications processed within statutory timeframes in accordance with the Building Act 2004.
- Technically sound and defensible consent decisions supported by clear documentation and rationale.
- Compliance with BCA accreditation requirements and Council's Quality Assurance System (QAS).
- High quality communication with applicants and stakeholders, supporting efficient consent processing.
- Accurate and complete record keeping within Council regulatory systems.
- Effective collaboration with inspectors, administration and regulatory staff.
- Ongoing development of technical competency and regulatory knowledge.
- Contribution to continuous improvement of building consent processes and regulatory service delivery.

Accountability

The Building Control Officer – Processing is accountable for:

- Undertaking building consent assessments in accordance with the Building Act 2004, Building Code and Council procedures.
- Ensuring regulatory decisions are technically sound, consistent and defensible.
- Maintaining accurate records in accordance with BCA accreditation and audit requirements.
- Exercising delegated authority responsibly and seeking guidance from the Senior Building Control Officer or Team Leader Building Control where appropriate.
- Supporting the effective operation of the Council's Building Consent Authority functions.

Delegations

Act in accordance with delegated authority and within the limits set out in Council's Media Policy and the Building Control Authority Quality Assurance System (QAS).

Make regulatory decisions within delegated authority when satisfied that information is complete, accurate and compliant. Seek guidance from the Senior Building Control Officer where clarification or additional support is required.

The position exercises statutory functions under the following legislation:

- Building Act 2004
- Building Regulations 1992, including the New Zealand Building Code (Schedule 1) and associated Approved Documents
- Building (Accreditation of Building Consent Authorities) Regulations 2006
- Building (Pools) Amendment Act 2016
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Resource Management Act 1991
- Health and Safety at Work Act 2015
- Plumbers, Gasfitters and Drainlayers Act 2006
- Central Otago District Council Bylaws

Knowledge, Qualifications, Skills and Personal Attributes

Knowledge

- Sound knowledge of the Building Act 2004, Building Regulations, and the New Zealand Building Code, including approved documents and compliance pathways.
- Working knowledge of legislation, regulations and bylaws relevant to building control, including building, drainage and plumbing requirements.
- Understanding of relevant District Plan provisions where applicable to building control activities.
- Practical understanding of building construction methods, materials and industry practices.

Qualifications and Experience

- A recognised professional qualification in the building industry that meets Regulation 18 of the building (Accreditation of Building Consent Authorities) Regulations 2006.
- A minimum of 2–3 years' experience in building control, with demonstrated competency in Residential 1–2 consent processing.
- Experience interpreting and applying the Building Act 2004, Building Code and associated regulations within a regulatory environment.

Skills

- Ability to work independently with minimal supervision while also contributing effectively within a team environment.
- Strong interpersonal and communication skills, with the ability to work professionally with a wide range of internal and external stakeholders.
- Ability to communicate complex technical or regulatory matters clearly, both verbally and in writing.
- Strong technical writing skills, including the preparation of reports, regulatory decisions, and file documentation.
- Good time management and organisational skills, with a strong commitment to completing tasks within statutory timeframes.
- Ability to identify efficient and practical solutions while maintaining compliance with regulatory requirements.
- Strong computer literacy, including the use of Council regulatory systems and standard office applications such as Microsoft Word, Excel, Outlook, Trapeze and PDF document management tools.

Personal Attributes

- Ability to work constructively with colleagues to support an effective and collaborative Building Control team.
- Professional and respectful approach that builds confidence and trust with customers and stakeholders.
- Ability to adapt to legislative, regulatory and organisational changes.
- Commitment to continuous learning and professional development to maintain a high level of technical competency.
- Demonstrates honesty, integrity, confidentiality and professionalism in all aspects of the role.

Other Requirements

- Hold and maintain a current New Zealand driver licence.

Relationships

External

- Building owners
- Building industry professionals
- Consultants
- Building consent applicants
- Contractors
- Equivalent roles with other Building Consent Authorities (BCAs)

Internal

- Regulatory Services Manager
- Team Leader Building Control
- Senior Building Control Officers
- Building Control Officers
- Building Support Team
- Planning Officers
- Infrastructure Services Department
- Customer Services
- Other Council staff