

Position Description

POSITION	: Quality Assurance Officer
REPORTS TO	: Regulatory Services Manager
DEPARTMENT	: Building Control - Regulatory Services
LOCATION	: Alexandra

Purpose

The Quality Assurance Officer coordinates, maintains and continually improves Council's Building Control Quality Assurance System (QAS) across Building Consent Authority (BCA) and relevant Territorial Authority (TA) building functions, supporting consistent regulatory practice and ongoing BCA accreditation.

The position performs the Quality Assurance Manager function under Regulation 17(3) of the Building (Accreditation of Building Consent Authorities) Regulations 2006 and provides independent quality assurance advice to the Regulatory Services Manager.

The role identifies and escalates quality and accreditation risks and supports continuous improvement across Building Control.

Accountability

- Maintain and continually improve Council's BCA Quality Assurance System and support ongoing BCA accreditation.
- Provide assurance that accreditation requirements are met and quality risks or non-compliances are appropriately addressed.
- Coordinate internal audit, corrective action and continuous improvement activities.
- Maintain quality frameworks for training, competency, technical leadership, qualifications and contractor assurance.
- Provide proportionate quality assurance oversight of relevant TA building functions.

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

Principle Duties and Responsibilities

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

BCA Accreditation and Quality Assurance

- Maintain the BCA QAS and assurance of compliance with the Building (Accreditation of Building Consent Authorities) Regulations 2006 and applicable accreditation requirements.
- Support BCA accreditation and IANZ assessments, including evidence preparation, responses to findings and monitoring corrective actions through to effective closure.
- Coordinate required QAS management reviews and support strategic review of BCA capacity and capability.
- Maintain controlled QAS documents, procedures, forms and guidance so they remain current, authorised and aligned with legislation and Council practice.
- Monitor accreditation readiness, statutory performance and emerging quality risks, and report significant matters to the Regulatory Services Manager.

Internal Audit and Continuous Improvement

- Manage the BCA internal audit programme and undertake system audits against QAS, regulatory and accreditation requirements.
- Coordinate technical audits or peer reviews using appropriately competent personnel where required.
- Maintain audit records and monitor findings, corrective actions and continuous improvement initiatives through to effective closure.
- Analyse audit findings, complaints, feedback and operational trends to identify systemic issues and improvement opportunities.

Training, Competency and Contractor Assurance

- Maintain quality frameworks for BCA training, competency assessment, technical leadership and technical qualification requirements.
- Coordinate competency assessments and maintain appropriate training, competency, qualification and technical leadership records.
- Support Building Control leadership with contractor assurance, including competency, performance monitoring and evidence of Council oversight.

Territorial Authority Quality Assurance

- Maintain proportionate quality assurance procedures and undertake planned reviews of relevant TA building functions and records.
- Support consistent and defensible practice across TA functions, including PIMs, Certificates of Acceptance, compliance schedules/BWoFs, enforcement, pool barriers, dangerous or insanitary buildings, earthquake-prone buildings, statutory notices, Schedule 1 exemptions and building information for LIMs.

- Coordinate procedural improvements arising from legislative change, MBIE guidance, determinations, audits and identified quality risks while maintaining appropriate separation between BCA and TA statutory functions.

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Collaboration, Advice and Health & Safety

- Work collaboratively with Building Control leadership, staff and contractors and provide objective quality assurance advice to support consistent decision-making.
- Liaise with IANZ, MBIE, external assessors, other BCAs/TAs and relevant professional organisations on accreditation and quality matters.
- Support communication of relevant legislative, accreditation and procedural changes and share audit findings and learning.
- Comply with and promote Council health and safety policies and procedures, take reasonable care, and identify and report hazards, incidents and risks.

Delegations

- Act in accordance with Council delegations, policies and the Building Control QAS.
- Perform the Quality Assurance Manager function for the purposes of Regulation 17(3).
- The role has no direct staff responsibility or financial/contractual delegation unless separately authorised.

Knowledge, qualifications, skills and personal attributes

Knowledge and Experience

- Relevant qualification in quality management, auditing, building control or a related discipline, or demonstrated equivalent experience.
- Sound knowledge of the Building Act 2004, Building Code, BCA accreditation requirements and relevant TA building functions.
- Experience in quality management, auditing, training or a regulatory environment, including internal audit, document control and process improvement.
- Experience within a New Zealand BCA/TA environment and with IANZ accreditation processes is desirable.
- Understanding of BCA training, competency, technical leadership and technical qualification requirements is desirable.

Skills and Personal Attributes

- Strong planning, organisation, analytical and problem-solving skills, with excellent attention to detail.
- Strong written and verbal communication skills, including audit reporting and procedure writing.
- Ability to interpret legislative and accreditation requirements and translate them into practical procedures and guidance.
- Able to work independently, manage competing priorities and provide constructive, objective quality assurance advice.
- Professional, collaborative and solutions focused, with sound judgement, integrity and confidence to raise quality or compliance concerns.
- Strong digital literacy and commitment to continuous improvement and professional development.

Other Requirements

- Hold and maintain a current New Zealand driver licence.

Relationships

External	IANZ; MBIE; external assessors and auditors; other BCAs/TAs; Southern Building Cluster Group; BOINZ; training organisations; contractors, consultants and relevant building industry professionals.
Internal	Regulatory Services Manager; Building Control leadership and staff; other Regulatory Services teams; Planning, Engineering and Customer Services; People and Culture; Information Services, Communications and Information Governance.