

Position Description

POSITION	: Team Lead – Building Control
REPORTS TO	: Regulatory Services Manager
LOCATION	: Alexandra Service Centre
REPORTING	: Building Control Officers

Purpose

The Team Lead provides day-to-day people leadership, operational coordination and senior technical expertise for the Building Control function at the Alexandra Service Centre, across building consent processing, inspections and Code Compliance Certificate (CCC) functions. The role leads and develops Building Control Officers, coordinates workloads and service delivery, and works with the Team Lead (Cromwell) and Regulatory Services Manager to support consistent district-wide practice, BCA accreditation, statutory performance and relevant Territorial Authority functions.

Accountability

The Team Lead is accountable for:

- Lead and manage the day-to-day Building Control functions, including effective allocation of staff, workloads and resources.
- Manage and develop Building Control Officers, including performance, competency, professional development and wellbeing.
- Provide senior technical leadership across consent processing, inspections and CCC functions, supporting consistent and defensible regulatory decisions.
- Support effective BCA operation in accordance with the QAS, accreditation requirements and statutory obligations, while promoting professional and customer-focused 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

Technical Leadership

- Provide senior technical leadership, guidance and peer review across building consent processing, inspections and CCC functions.
- Interpret and promote consistent application of the Building Act, Building Code, standards, compliance pathways and Council procedures.
- Review and advise on complex or high-risk technical and regulatory matters, escalating where appropriate.
- Work with the Team Lead (Cromwell) to support consistent district-wide Building Control practice and respond to relevant legislative and industry change.

Building Consent Processing

- Assess residential and commercial building consent applications and supporting documentation against the Building Act, Building Code and applicable compliance pathways.
- Review plans, specifications and technical information, including alternative solutions, to determine compliance with Building Code requirements.
- Assess amendments and variations and request further information where required.
- Ensure consent decisions are technically robust, appropriately documented and progressed within statutory timeframes.

Building Inspections

- Undertake residential and commercial building inspections to verify compliance with approved consent documentation and Building Code requirements.
- Identify and address non-compliant work, accurately documenting inspection outcomes and decisions.
- Provide guidance on inspection and compliance matters and escalate complex or high-risk matters where appropriate.

Code Compliance Certificates (CCC)

- Assess CCC applications and supporting records to determine whether there are reasonable grounds to issue a CCC.
- Identify and address outstanding documentation or compliance matters and ensure decisions are appropriately documented.
- Liaise with applicants and relevant parties to resolve CCC requirements where necessary.

Territorial Authority (TA) Functions

- Provide technical leadership and support for building-related TA functions and regulatory matters under the Building Act, including building complaints and dangerous, affected and insanitary buildings.
- Provide technical advice and guidance to Building Control staff and other Council teams on TA building matters.
- Promote consistent and effective delivery of TA building functions in accordance with legislative requirements and Council procedures.

Leadership, staff supervision and support

- Lead, mentor and support the Alexandra Building Control team to achieve effective performance, professional growth and consistent service delivery.
- Coordinate workloads, leave, inspection coverage and resources across processing, inspections and CCC functions, working with the Team Lead (Cromwell) to balance district-wide capacity.
- Manage direct-report performance and development, including expectations, feedback, one-to-ones, development plans and performance matters in consultation with the Regulatory Services Manager where required.
- Identify and support training and competency development needs in accordance with the BCA competency framework and assist staff with complex technical or operational matters.

- Monitor contractor and consultant performance and maintain appropriate personal technical competency.
- Foster a positive, inclusive and accountable team culture aligned with Council values and customer-focused service.
- Work collaboratively with Regulatory Support - Building and Building Support to coordinate workflows and service delivery.
- Identify and escalate significant staffing, capability, workload, performance, regulatory or service-delivery risks to the Regulatory Services Manager.

Quality Assurance & BCA Accreditation

- Ensure Building Control activities and staff operate in accordance with Council's QAS, BCA accreditation requirements, procedures and competency requirements.
- Undertake or support peer reviews and technical audits, provide constructive feedback and monitor the quality of consent, inspection and CCC outcomes.
- Monitor performance and resources to support statutory timeframes and accreditation readiness.
- Support IANZ/MBIE assessments and implementation of improvements arising from audits, quality reviews and competency findings.

Regulatory Advice and Customer Service

- Provide professional building control advice to customers, industry professionals and internal teams while maintaining regulatory integrity.
- Ensure enquiries, complaints and disputes are managed appropriately and escalated to the Regulatory Services Manager where required.
- Represent Council in technical discussions, industry meetings or dispute-resolution processes as required.

Continuous Improvement

- Identify and support improvements to Building Control systems, procedures, efficiency, consistency and service delivery, including appropriate use of digital tools and remote inspections.
- Maintain awareness of legislative, Building Code and industry changes and ongoing professional development requirements.

Health and Safety

- Champion and comply with Council health and safety requirements, ensuring team risks, hazards and incidents are appropriately identified, managed and reported.
- Take reasonable care for personal health and safety and that of colleagues, contractors and the public.

Other duties

- Assist with Civil Defence Emergency Management events and undertake other reasonable duties or project work assigned by the Regulatory Services Manager.

Delegations

- Exercise delegated authority in accordance with Council policies, the QAS and Delegations Register.
- Make and document regulatory decisions within delegated authority and assessed competency, seeking guidance on matters outside authority or involving significant risk.

Knowledge, Qualifications, Skills and Personal Attributes
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Knowledge

- Sound knowledge of the Building Act 2004, Building Regulations, New Zealand Building Code and relevant compliance pathways.
- Sound knowledge of residential and commercial construction, relevant regulatory requirements, BCA accreditation and quality assurance expectations.
- Familiarity with electronic regulatory, record management and building consent systems.

Skills

- Proven leadership, coaching and staff-development skills within a technical or regulatory environment.
- Strong technical assessment, analytical and regulatory decision-making skills, including interpretation of complex building documentation and legislation.
- Strong communication, relationship management, negotiation and problem-solving skills.
- Strong organisation and workload management skills, including management of competing priorities and statutory timeframes.
- Competent digital literacy and ability to adopt modern service-delivery tools.

Special Personal Attributes

- Professional, collaborative and solutions-focused, with sound judgement, integrity and accountability.
- Able to remain objective and constructive in complex or challenging situations and contribute to a positive, high-performing team culture.
- Adaptable and committed to customer service, continuous learning and professional development.

Qualifications and Experience

- A recognised building industry qualification meeting Regulation 18 of the Building (Accreditation of Building Consent Authorities) Regulations 2006.
- 5+ years' relevant Building Control experience preferred, with demonstrated competency in Residential 1-3 and at least Commercial 2 across BCA functions.
- Demonstrated leadership experience, including coaching, mentoring or supervising staff, and experience applying building legislation, Building Code requirements and technical standards.

Other requirements

- Hold and maintain a current New Zealand driver licence.

Relationships

External	Internal
• Building owners and applicants	• Regulatory Services Manager
• Architects, designers and engineers	• Group Manager - Planning, Infrastructure and Regulatory
• Builders and contractors	• Team Lead (Cromwell)
• MBIE	• Quality Assurance Officer
• IANZ	• Building Control Officers
• Industry professionals and consultants	• Building Support Staff
• General public	• Compliance Staff
• Trade groups	• Planning and Engineering staff
	• Customer Services