

DEVELOPMENT OFFICER, BUILDING

POSITION & PERSON DESCRIPTION

January 2025



City of
Norwood
Payneham
& St Peters

POSITION DETAILS

DEPARTMENT:	Urban Planning & Environment
UNIT:	Development Assessment
SECTION:	N/A
ORGANISATIONAL RELATIONSHIP:	Reports to the Manager, Development & Regulatory Services The Position is also expected to work in collaboration with the Senior Development Officer, Building; Development Assessment staff; Citizen Services staff; Urban Services staff; Elected Members and citizens.
DIRECT REPORTS:	Nil.
AWARD:	<i>South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement</i>
CLASSIFICATION:	General Officer, Level 5
SPECIAL CONDITIONS:	Some out-of-hours attendance at Council or committee meetings or workshops or information sessions may be required from time to time.

POSITION OVERVIEW

The Development Officer, Building is responsible for the timely, accurate and transparent assessment and enforcement of all types of Development Applications in respect to Building Rules matters, in accordance with the *Planning Development & Infrastructure Act 2016* and repealed legislation, the Building Code of Australia and other relevant legislation.

Other responsibilities include contributing to the review and implementation of the Council's Building Inspections Policy, participating in and administering the Building Fire Safety Committee, liaising with Applicants and external organisations in relation to development assessment matters and acting as a reference point for staff in respect to providing expert advice on building matters.

The Development Officer, Building will, through the outputs set out above, assist in the delivery of an efficient and effective assessment process which, in turn will result in the creation of an urban environment which aligns with the Council's Vision for the City.

POSITION OBJECTIVES

- To contribute to the overall good governance of the City in respect to Development Assessment procedures.
- To positively contribute towards the Council meeting its obligations in respect to Development Assessment and Development Compliance under the *Planning Development & Infrastructure Act 2016*, the Building Code of Australia and other relevant legislation.
- To ensure that through the Development Assessment process, the Council is able to achieve best practice outputs and outcomes in respect to the built and natural environment.
- To assist the Council to meet its obligations under equal opportunity and Work Health & Safety legislation.

KEY RESPONSIBILITIES

1. DEVELOPMENT ASSESSMENT

- Provide accurate, timely and transparent assessment of applications for Building Rules Consent to ensure compliance with all requirements of the *Planning Development & Infrastructure Act 2016* and repealed legislation, *The Building Code of Australia* and other relevant legislation, standards and guidelines.
- Undertake inspections, as necessary, in accordance with Council Policies and Practice Directions as set by the State Government where development is proposed, development is in progress, or has been completed to ensure compliance with approved plans and conditions of approvals.
- Ensure that all delegated decisions are made in a timely, accurate and transparent manner.
- Liaise with and report to other members of the Development Assessment Unit as necessary, on matters such as the issuing of notices, suggested prosecutions, change in policy, procedures or delegated authority, interpretation of legislation and assessment of applications.
- Liaise with members of the public and external organisations in relation to development assessment matters.
- Act as a reference point for staff on building matters.

Performance Indicators

Assessment of Development Applications within statutory timeframes.

- Satisfaction by applicants, citizens and Elected Members in respect to development assessment issues particularly relating to Building Rules matters.
- Up-to-date procedures and competencies relating to Building Rules assessment and compliance.
- Provision of courteous, clear and patient communication at all levels.

2. DEVELOPMENT COMPLIANCE / COMPLIANCE

- Undertake investigations, follow up and efficient action in relation to unlawful development activities and from time to time, local nuisance matters, under the *Local Nuisance & Litter Control Act 2016*.

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Performance Indicators

- Building Inspections undertaken in accordance with the rates established in the Practice Directions, issued by State Government and any relevant Council Policies.
- Enforcement matters responded to in a timely and accurate manner.
- Increased resolution of issues without the need for Court intervention.

3. POLICY REVIEW AND DEVELOPMENT

- Assist to identify opportunities for improvement in the review of policies and procedures related to the delivery of building related services.

Performance Indicators

- Improved, meaningful and best practice Building Fire Safety Inspection policy, and best practice in achieving inspection Practice Directions

4. BUILDING FIRE SAFETY

- Undertake investigations, follow up and enforcement action in relation to Building Fire Safety matters, in consultation with the Senior Development Officer, Building.
- Participate in and positively contribute to Building Fire Safety Committee meetings, if required.

Performance Indicators

- Timely and accurate resolution of Building Fire Safety breaches.
- Increase resolution of Building Fire Safety issues without the need for Court intervention.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Accreditation or be eligible to be accredited as Building Level 1, Building Level 2 or Building Level 3 Accredited Professional under the State Government scheme.
- Demonstrated working knowledge of the Building Code of Australia, the *Planning Development & Infrastructure Act 2016*, Work, Health & Safety and other related codes and standards.
- A minimum of three (3) years' experience in a related role.
- Interpersonal skills to work as a team member with development assessment officers and customer service staff in particular.
- High level of competence with relevant computer applications.
- Ability to communicate effectively at all levels with staff, the public and Government Agencies both verbally and in writing.
- Well-developed negotiation and conflict resolution skills.
- An ability to manage multiple tasks within reasonable time frame and in a flexible and adaptive manner.

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DESIRABLE CRITERIA

- A sound understanding of general office practices and procedures.
- A sound knowledge of development assessment techniques, procedures and processes (Highly Desirable).
- Demonstrated experience in the application of building assessment and an understanding of planning assessment (Highly Desirable).

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Current Drivers Licence.
- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

WORK HEALTH & SAFETY RESPONSIBILITIES

- In accordance with *Section 28* of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
- Work Health & Safety (WHS) Competencies and training requirements include:

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- Sun Smart UVR (induction)
- Personal Protective Equipment (induction & 5 year refresher)
- Prevention of Falls (induction & 5 year refresher)
- Hazardous Chemicals Awareness (induction & 5 year refresher)
- Electrical Safety (induction & 5 year refresher)
- Drugs & Alcohol Awareness (induction)
- Environmental Hazards General Awareness (induction)
- Asbestos Containing Material (5 year)
- Hazardous Manual Tasks Awareness (induction)
- Fatigue Awareness (annual)
- White card

Performance Indicators

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.

ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



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AGREEMENT

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties and skills required and the expected outputs and outcomes for the position.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

DEVELOPMENT OFFICER, BUILDING

Date

Date

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.