

Position Description

| | |
|----------------------------|--|
| Position title: | Building Compliance Officer |
| Position number: | 1137 |
| Group: | Regulatory Services |
| Reports to position title: | Team Leader Building and Plumbing |
| Number of direct reports: | <input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 + |
| Range or classification: | Pay Point 19 – 23 |
| Approved: | June 2026 |

About the Group

The Regulatory Services group comprises of the Building and Plumbing, Environmental Health and City Ranger teams. The group provides a wide range of functions to the community including the issue of permits, licences and approvals to carry out works, and infringements for non-compliance with various legislation.

Key Responsibilities

Under the general guidance of the Team Leader Building and Plumbing:

- Investigate alleged breaches of the *Building Act 2016*, *Building Regulations 2016*, permits, approvals and endorsed plans, including undertaking site inspections and implementing approved compliance and enforcement actions in accordance with legislation, Council policies and delegated authority.
- Collect, maintain and manage evidence, inspection records, compliance data and correspondence to support enforcement activities, statutory processes, reporting requirements and defensible decision-making.

- Prepare recommendations and issue approved statutory notices, orders, certificates, reports and regulatory correspondence.
- Provide accurate and timely advice in response to enquiries and complaints from property owners, applicants, builders, building surveyors and other stakeholders regarding building compliance matters, escalating issues where appropriate.
- Assist in the assessment and coordination of building applications and related development matters, working collaboratively with Council officers, government agencies and industry professionals to support compliant, practical and timely outcomes.
- Maintain compliance registers, databases and record management systems to ensure data integrity, legislative accountability and reporting accuracy.
- Contribute to the continuous improvement of compliance processes, systems and procedures and support team activities that enhance regulatory effectiveness and customer service outcomes.
- Apply operational plans within scope of work, coordinate workflows and technical delivery, and be accountable for the quality and timeliness of outputs.
- Ensure resources within scope of work are used responsibly and efficiently within approved budgets and policies, and identify and manage operational risks associated with technical activities.
- Apply governance, legislation and compliance requirements to technical activities, monitoring performance within scope of work, and completing required reporting accurately and on time.
- Apply safe work practices by identifying and addressing WHS hazards and incidents and implementing controls to manage ongoing risks in technical activities.
- Be responsible for service delivery within scope by coordinating workflows, ensuring systems and processes are used as intended, and establishing and maintaining effective working relationships with stakeholders.
- Contribute to capability development and continuous improvement by sharing specialist/technical expertise, mentoring others, collaborating across teams, supporting change initiatives, and enhancing technical processes, standards and ways of working within scope.
- Carry out other duties appropriate to skills and training.

Selection Criteria

Essential

1. Demonstrated experience in a building, construction, or regulatory compliance environment, with sound knowledge of the *Building Act 2016*, Regulations and National Construction Code.
2. Ability to interpret plans, approvals and legislation to assess compliance, including identifying breaches and proposing appropriate enforcement action.
3. Demonstrated experience in conducting inspections, investigations and gathering evidence, including preparing documentation for enforcement and potential legal proceedings.
4. Well-developed communication and interpersonal skills, including the ability to engage with a range of stakeholders, manage conflict and provide clear, accurate advice.
5. Proven ability to manage competing priorities, work autonomously and exercise sound judgement in a regulatory environment.
6. Demonstrated competence in report writing, record keeping and use of relevant computer systems.
7. Current driver's licence.

Desirable

8. Certificate IV in Government (Statutory) Investigations or equivalent (or willingness to obtain).
9. Knowledge of local government processes and enforcement frameworks.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- Delegations/Powers of entries apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report

conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.