

Senior Building Inspector Position Description

September 2021

POSITION PURPOSE

The Senior Building Inspector is responsible for delivering effective proactive building inspections and audits for the achievement of compliance with relevant building legislation, codes and standards.

Core functions of the role include conducting site visits, inspections and audits of building work, preparation of technical reports, direction to fix, enforcement, various correspondence and recommendations, maintenance of case files and systems, assessing non-compliances and complex building matters to determine a resolution and liaising with and providing expert advice to a range of stakeholders.

The role will also require mentoring other team members, providing development and shadowing opportunities and providing expert technical building advice, recommendations and support to internal and external stakeholders.

POSITION DETAILS

Position title:	Senior Building Inspector
Position number:	various
Classification:	Grade 5.2
ANZSCO Code:	312113
Division:	Office of the State Building Surveyor
Business Unit:	Audit and Inspections
Work Location:	733 Bourke Street, Docklands / Working from Home
Reports to:	Team Leader Inspections Services
Number of direct reports:	Nil

ABOUT THE DIVISION

The State Building Surveyor is a head of profession, providing strategic and authoritative technical guidance to Building Surveyors and Building Practitioners across Victoria.

The Office of the State Building Surveyor is responsible for providing authoritative industry leadership and leading a range of industry enhancement initiatives that respond to Ministerial Statement of Expectations, Government Policy and the VBA Board and aim to increase Industry performance, practitioner competency, resilience and leadership to improve compliance and safety outcomes for the Building and Plumbing Industry.

The Office of the State Building Surveyor oversees VBA technical functions including building audit, the Proactive Inspection and Plumbing Audit Programs, statutory technical functions of temporary structures as well as expert

Senior Building Inspector Position Description

technical advice services to the Building and Plumbing Industry.

The VBA regulate Victoria's building and plumbing industries, and you can find further information about our role, annual reports, structure, careers and other activities at <https://www.vba.vic.gov.au/about>

KEY ACCOUNTABILITIES

1. Undertake inspections and audits of building work across all stages of construction and occupied buildings and gather evidence for the achievement of compliance with relevant building legislation, codes and Australian Standards, all Classes of commercial and domestic buildings, with a focus on commercial buildings above 2000m².
2. Prepare a range of advanced technical and business correspondence, direction to fix, and reports and recommendations presenting clear, factual and pertinent information based on knowledge, research and analysis.
3. Provide expert technical building advice, recommendations and support to internal and external stakeholders relating to Victorian building regulations, standards and codes of practice.
4. Provide guidance and mentorship to team members providing development and shadowing opportunities and expert technical building advice, recommendations and support.
5. Act as a "VBA Inspector" under section 204A of the *Building Act 1993* and as the VBA delegate and perform the functions of a Municipal Building Surveyor (MBS), issuing enforcement documents, certificates of final inspection and occupancy permits, in accordance with the Ministerial Order and VBA policies and guidelines.
6. Assist legal counsel on investigations, audits, and court hearings to provide expert advice or make presentations to other bodies including Boards.
7. Actively develop, maintain and promote up-to-date knowledge and best practice of all relevant building legislation, regulations and codes required to effectively carry out audit and inspection functions.
8. Actively contribute to continuous improvement of business unit policies and procedures by considering legislative changes and best practice. This includes identifying, recommending and developing proactive strategies.
9. Maintain effective communication with internal and external stakeholders that adheres to VBA communication guidelines.
10. Actively participate and contribute in technical knowledge sharing across internal and external forums and business units including attending and presenting at Industry events and public forums.
11. Support the collection of statistical and technical data for analytical and reporting purposes as required by maintaining effective records management including case files, databases, quality assurance manuals and template documents.
12. Participate effectively and positively as a team member in alignment with VBA's Values and Behaviours, including problem solving, working as one, delivering, being innovative, agile and responsive.
13. Demonstrate an ability to work to high ethical standards, be decisive and flexible while maintaining impartiality, objectivity and professionalism and take a strong ethical stand to protect against conflicts of interest.
14. Possess a can do attitude, with an excellent ability to organise and deliver high standards of performance and consistent professional behaviour over sustained periods of time.

Senior Building Inspector Position Description

15. Demonstrate an ability to foster a culture of continuous improvement, take responsibility for initiating and delivering outcomes for clients, and proactively identify opportunities for innovation.
16. Participate and perform other duties as required in unit and group/division projects and initiatives.

KEY SELECTION CRITERIA

Knowledge and skills

1. Demonstrated extensive experience in conducting site inspections and audits in a regulatory environment on all Classes of commercial and domestic buildings, with a focus on commercial buildings above 2000m².
2. Advanced understanding and knowledge of the Victorian Building Regulatory Framework contained in the Building Act 1993, Building Regulations 2018, National Construction Code (Volume One and Two) and relevant Australian standards and codes.
3. Strong conceptual and problem-solving skills with a proven ability to interpret and apply legislation and technical matters to analyse complex issues, identify appropriate courses of action and make sound decisions.
4. Excellent interpersonal skills and ability to build and maintain effective relationships with a range of stakeholders, including understanding requirements, negotiate and influence to achieve effective outcomes.
5. High level verbal and written communication with the ability to provide expert advice and prepare timely, clear, accurate and detailed technical reports.
6. Strong organisational and self-management skills with the ability to plan, prioritise and multi-task in a deadline driven and high-pressure environment.
7. High level computing skills across MS Office Suite, including Word, Excel and databases and applications.
8. Demonstrated ability to proactively identify opportunities for generating workplace innovation, fostering a culture of continuous improvement, and taking responsibility for initiating outcomes.
9. Ability to integrate and collaborate effectively with teams to achieve business objectives, strategies and goals.
10. Demonstrated ability to be impartial, objective and professional with adherence to the VBA's values and behaviours.

QUALIFICATIONS

- Current Victorian registration as a Building Inspector (unlimited) for a minimum 3 year period.
- Minimum 3 years experience undertaking on site relevant Building Inspector Unlimited function.
- Current registration as a Limited Building Surveyor (no conditions) will be considered, subject to obtaining practitioner registration as a Building Inspector (unlimited) within 12 months of employment commencement.

POSITION-SPECIFIC REQUIREMENTS

- Current Victorian driver's licence. Employees provided with a VBA vehicle will be required to undergo a Drivers Licence Verification check through our 3rd party provider of employee screening.
- Ability to travel within Victoria.
- Flexibility to perform some work outside of hours where required.

Senior Building Inspector Position Description

- Field staff: Required to participate in a pre-employment medical assessment to assess physical suitability for the position and work environment for which you are being considered.

IMPORTANT INFORMATION

Employment eligibility

- Applicants must be an Australian Citizen, Permanent Resident, or hold a valid work permit or visa.
- All new appointments to the VBA will be subject to a National Police Records Check.
- All new appointments to the VBA will be subject to a probation period of six months.

Terms and conditions of employment

- Conditions of employment will be governed by the Victorian Building Authority Enterprise Agreement 2020.
- All VBA employees are required to comply with the Code of Conduct for Victorian Public Sector Employees, the Victorian Public Sector Values and the VBA Values.
- This purpose of this position description is to provide an overview of the role. Changes to the position should be expected, reflecting changes in the VBA's objectives and priorities, activities, or role focus.

Safety and wellbeing

- The VBA is committed to supporting the safety and wellbeing of our employees.
- All employees have the responsibility to behave in a manner, which ensures their acts do not adversely affect the health, safety and wellbeing of themselves or anyone else.

Equal opportunity employer

- VBA is an equal opportunity employer and welcomes applicants from a diverse range of back-grounds. It is a policy of the organisation to provide reasonable adjustments for applicants with disabilities on request.

Balancing work and life

- We understand that work/life balance is an important part of our employees' lives. VBA offers a range of short term and long-term flexible work arrangements to enable you to balance home and work life. This includes job sharing, working from home, part-time work, flexible working hours and the ability to purchase additional leave.

Values

- VBA are committed to our values of problem solve, work as one, deliver, and the values of the Victorian Public Sector (VPS).

You can find further information at <https://vpssc.vic.gov.au/ethics-behaviours-culture/public-sector-values/>

You can find further information at <https://www.vba.vic.gov.au/about/careers>