

# Team Lead Building Audit Position Description

October 2021

## POSITION PURPOSE

The Team Lead Building Audit is responsible and accountable for the day-to-day delivery of audits of building works and building approvals as well as undertaking other specific business performance and improvement roles as required. The position measures and monitors the quality and compliance of building practitioner work across Victoria relating to adherence with the Building Act, Regulations and National Construction Code.

The role will proactively identify systemic risks and make recommendations for active intervention measures to strengthen the regulatory system and support the VBA's effectiveness as a contemporary Regulator.

The Team Lead Building Audit provides expert technical knowledge and guidance to assure the integrity and quality assurance of the VBA's building audit programs. This position supports the Manager, Building Audit to ensure the operational function is being carried out with technical accuracy.

## POSITION DETAILS

<b>Position title:</b>	<b>Team Lead Building Audit</b>
<b>Position number:</b>	6205, 6206
<b>Classification:</b>	Grade 6.1
<b>ANZSCO Code:</b>	312113
<b>Division:</b>	Office of the State Building Surveyor
<b>Business Unit:</b>	Audit and Inspections
<b>Work Location:</b>	733 Bourke Street, Docklands / Working from Home
<b>Reports to:</b>	Manager Building Audit
<b>Number of direct reports:</b>	up to 5

## 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

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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. Responsible and accountable for the day-to-day delivery of audits of building work and building approvals, including reviewing building permits and occupancy permits for compliance with the Act, Regulations and National Construction Code.
2. Provide leadership, direction, management, decision making and support to Manager Building Audit and the Building Auditors to achieve business outcomes.
3. Undertake quality assurance checks of building audit assessments, outcomes, recommendations, reports to ensure audits are conducted according to documented processes and a high standard of work.
4. Ensure audit program is undertaken in accordance with VBA policy, procedures and audit frameworks, including making process improvement recommendations and implement change, where and as required.
5. Prepare high quality and detailed technical reports related to the VBA's Building Audit Program in a timely manner.
6. Provide expert technical advice on matters relating to the legislative functions of the VBA to internal and external stakeholders.
7. Actively contribute to strategic planning and initiatives, including identifying and responding to emerging issues to enhance the Building Audit operations.
8. Assist legal counsel on investigations, audits, and court hearings to provide expert advice or make presentations to other bodies including Boards when required, where and as required.
9. Develop and maintain expert knowledge of all relevant building legislation, regulations and codes required to effectively carry out audit functions.
10. Develop and maintain effective communication and relationships with internal and external stakeholders
11. Lead technical knowledge sharing across internal and external forums and business units including attending and presenting at Industry events and public forums.
12. Support the collection of statistical and technical data for analytical and reporting purposes as required by maintaining effective records management including databases, quality assurance manuals and template documents.
13. 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.
14. 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.
15. Participate and perform other duties as required in unit and group/division projects and initiatives.

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## KEY SELECTION CRITERIA

### Knowledge and skills

1. Extensive experience working as a building surveyor assessing building work for compliance and issuing building approvals.
2. Extensive knowledge of the building industry regulatory framework, regulations and standards in Victoria and/or other Australian jurisdictions.
3. Excellent team management and leadership skills, including the ability to actively plan, delegate and coach to realise team potential.
4. Demonstrated ability to provide expert advice and build and maintain effective relationships with a range of stakeholders, including the ability to influence to achieve effective outcomes.
5. Well-developed written communication skills with the ability to prepare timely, clear, accurate and detailed reports including technical reports.
6. High level computing skills across MS Office Suite, including Word, Excel and experience in the use of spreadsheets and databases.

### Behavioural Qualities

7. Ability to work collaboratively in a team to achieve goals, outputs and agreed deliverables.
8. Ability to proactively identify opportunities for generating workplace innovation, fostering a culture of continuous improvement, and taking responsibility for initiating outcomes.
9. Demonstrated ability to be decisive and flexible while maintaining impartiality, objectivity and professionalism.

## QUALIFICATIONS

- Tertiary qualification in Building Surveying
- Current registration as a Building Surveyor in Victoria or another Australian jurisdiction.

## 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 3<sup>rd</sup> party provider of employee screening.
- Ability to travel within Victoria.
- Flexibility to perform some work outside of hours where required.
- This position does not have any specific requirements.
- 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.

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## 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://vpvc.vic.gov.au/ethics-behaviours-culture/public-sector-values/>

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