

Position description

Position title:
Junior Structural Engineer

Position number:

Division:
Operations

Reports to: Team Leader
Regulatory Engineering

Department:
Regulatory Engineering

Direct reports (number):
Nil

Unit:
Regulatory Engineering

Indirect reports (number):
Nil

Team:
Structural Engineering

Location:
Auckland

Accountabilities of position

Purpose of position:

Provision of high quality assessments of building consent applications, to provide structural engineering advice, to ensure the delivery of a customer-focussed processing service for building consents and related approvals, that achieves or exceeds statutory or customer service targets ensuring the Compliance with Building Act and Building Code.

Key responsibilities

Technical Processing and Advice

- Assist in the operation and assessment of building consent application processing by the provision of structural and geotechnical engineering advice, assessment for applications within required timeframes
- Assess applications against the provision of the Building Act, building code, Bylaws Council's, engineering standards and relevant codes of practice
- Quality of input is maintained at a high level, meeting statutory requirements of the Building Act, Local Government Act, as required.
- Assist in the project management of applications to facilitate an effective team approach and ensure input is effectively coordinated
- Work with building control staff and provide advice on all engineering issues relation to the Building Act, building code and related legislation.
- Ensure all natural hazards are recorded through the application of risk management purposes as required
- Ensure compliance with the Building Act, Local Government Act, Building Code, District Plan, Code of Practice and quality control procedures
- Provide information enabling effective decision making and carry out inspection if required
- Record natural hazards and make the decision require to either impose or up lift section 73 hazard notices

Expected outcomes

- Building consent issued will meet the requirements of the building code in relation to Structure, storm water and wastewater service requirements.
- Building consent statutory requirements are met in relation to natural hazards and earthquake risk to buildings

Operational delivery

- Ensure that proposed building and development
- Statutory and customer service timeframes and

work complies with the appropriate regulatory and safety legislation and building codes prior to the issuing of building consents

- Assist in review of submitted plans and consent applications and identify for approval or refusal as appropriate
- Participate in any pre-application meetings as required
- Apply risk management policies, procedures and practices appropriately
- Ensure consents data base is accurately completed in timely manner
- Complete timesheets to record all chargeable and non-chargeable time on a daily basis
- Assume responsibility for resolving issues at first point of contact (within delegations); escalate any issues to senior colleagues and the Team Leader as required
- Timeliness objectives are met to ensure delays in consent processing are minimised
- Liaise with customers to seek additional information where applications details are unclear or potentially non-compliant
- Relationships are maintained and enhanced with both internal and external customers, including politicians

Customer service

- Effectively investigate and resolve escalated customer complaints and incidents keeping customers informed at each stage of the process
- Develop and maintain effective relationships with managers in business units
- Clearly and concisely communicate the technical and specialist advice to building consent applicants
- Balance customer needs whilst ensuring that Council and CCO engineering standards and building code requirements are maintained
- Provide professional advice to all other internal professionals, the public and other Council groups, committees, local boards and other external agencies, particularly in relation to complex building consent applications
- Seek to resolve any issues with infrastructure CCO's, planning or building applications, escalate any issues to the team leader as required.

Risk management

- Ensure risk management processes are applied appropriately to all aspects of consent processing
- Unusual risks are reported to the team leader
- Identified risks and their assessment, control, treatment and responsible officer recorded in the risk register

requirements are met or exceeded

- Effective management of and resolution of complaints. Support from Team Leader may be required.
- Provide a best practice service to applicants, the public and other interested groups that meets or exceeds customer service requirements
- Customers are aware of Council's requirements to obtain consents
- Building Consents and associated applications are processed quickly and efficiently
- Structural risks are appropriately managed and building consent assessments are proportionate to that risk.
- Our systems and processes are robust, and appropriate. Better ways of doing business are continually identified and considered.

- Issues resolved at the first point of contact wherever possible
- Feedback is provided to customers in a professional, timely and courteous manner
- Processes of applications and or enquiries identify and meet customer needs and/or requirements
- Complaints and incidents appropriately managed
- Excellent relationships and built and maintained
- Customer needs are identified and where possible accommodated

- Risk register is up to date and meets legal and Council policy obligations

Organisational obligations

- Action Auckland Council's good employer obligations and equal employment bicultural policies and practices
 - As an employee of the Council you are required to be associated, as required, with Civil Defence Emergency Management or any exercise that might be organised in relation to this council function.
 - Promote a safe and healthy workplace by undertaking responsibilities as outlined in Auckland Council's health and safety policy and procedures
 - Promote activities and initiatives that assist Auckland Council achieve its vision and mission
 - Promote one-organisation initiatives and action these service characteristics
 - As an employee of Auckland Council you are required to familiarise yourself with and comply with all organisation policies, including but not limited to, Auckland Council Code of Conduct
 - Auckland Council meets its obligations as an employer
 - Auckland Council's reputation is enhanced within the community
 - Health and safety requirements upheld
-

Key relationships

Internal

- All Regulatory / Structural Engineers, team leaders within the unit, team manager policy and training, human resources, legal, finance

External Consent applicants, Engineering Consultants, Architects, Developers and other Industry Groups.

Type of person suitable for this position

Qualifications

- A Bachelor Degree in Civil Engineering with Structural Engineering as a major (to be recognised by EngNZ)
 - Knowledge of relevant New Zealand legislation, Building Regulations and New Zealand Building Code.
 - Engineering New Zealand membership is preferable
 - A current New Zealand drivers license
-

Experience

- A minimum of 2 years experience in Structural Engineering associated with engineering designs of residential, commercial and industrial buildings.
- Regulatory experience is also preferable.

Core competencies – people leader and specialist

- **Lead our vision and values** – keeping the organisation's vision and values at the forefront of staff decision making and action.
 - **Enable innovation and improvement** – encouraging self and others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.
 - **Choose the right people** – working with the recruiting team, evaluating and selecting internal and external talent to ensure the best match between the individual and the work requirements.
 - **Develop team members** – planning and supporting the development of individuals' skills and abilities so that they can fulfil current or future job/role responsibilities more effectively.
 - **Building working relationships** – developing and using collaborative relationships to facilitate the accomplishment of work goals.
-

- **Focus on customer service** – ensuring that customer and stakeholder perspectives are a driving force behind decisions and activities; crafting and implementing service practices that meet or exceed customers', stakeholders and own organisation's needs.
 - **Monitor resources** – setting up on-going procedures to collect, and review information and resources needed to manage outcomes.
 - **Deliver results** – setting high goals for personal and team accomplishment; using measurement methods to monitor progress towards goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.
 - **Business know how** – uses internal and external sources of data to understand and improve organisational outcomes; uses one's understanding of major business functions; sector trends, and own organisation's position to contribute to effective business strategies and decision-making.
-

Technical competencies

- Knowledge of building legislation, Building Code, relevant New Zealand Standards and the construction and design sector
 - Driven to achieve outcomes
 - Highly organised – plans and prioritises well and manages time to focus self and others on the most important activities.
 - Personal resilience. Able to sustain a high level of energy and positivity during times when they, the organisation or the group is under extreme pressure.
 - Well developed interpersonal and relationship skills
 - Excellent written and oral communication skills
 - Thirst for learning and working collaboratively across all stakeholders
-

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.