



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Senior Building Surveyor	Level	8
Business Unit	Regulatory Services	Position Number	00148, 00153
Directorate	Planning & Community Development	Date Established	November 2012
Reporting to	Coordinator Building Approvals	Date Updated	November 2025

2. KEY OBJECTIVES

- Provide services relating to the City’s statutory building function by examining, processing and reporting on a range of standard to highly complex building applications, certificates of construction/building compliance, occupancy permits and strata developments.
- Provide professional building advice to the general community, other government agencies, developers, consultants and other City employees.
- People management responsibilities including direct supervision, training and mentoring.
- Undertake or participate in projects and continuous improvement initiatives and policy development.

3. KEY ACCOUNTABILITIES

- Ensure building related advice and information is provided in an accurate and timely manner in accordance with relevant legislation, codes, policies, standards and the City’s protocols/procedures.
- Ensure all building applications meet the relevant standards and statutory requirements.
- Prepare building assessments and/or reports.
- Review building assessments and/or reports prepared by others and make determinations in accordance with delegated authority and statutory requirements.
- Ensure correspondence and other written material is of a high standard, and content is accurate and error free, and in accordance with the City’s writing guidelines.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City’s record keeping system and associated policies, protocols and practices.
- Ensure people management activities are undertaken in accordance with relevant legislative requirements and City protocols and procedures.
- Ensure customer service is delivered in accordance with the City’s Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City’s safety systems.
- Ensure project work is undertaken in accordance with the requirements of the City’s Project Management Framework and business unit plan.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Service Delivery

- Allocate work and monitor the team's daily activities to ensure that all building approvals responsibilities, obligations and functions are conducted in a professional and timely manner.
- Provide expert technical advice and support to other team members within the Building Approvals team.
- Prepare and review a range of building assessments and reports on statutory building items, in accordance with statutory requirements, building policies and sound building principles.
- Issue decisions, review and approve correspondence.
- Research and prepare responses or information for the general community, applicants, other business units, Elected Members, Members of Parliament and others on matters relating to building approvals, or in response to complaints.
- Proactively build positive working relationships with, but not limited to, planning, infrastructure, compliance and environmental health to assist with resolution of building related matters.
- Undertake site inspections and prepare reports at specific stages of approval, building construction and/or demolition processes.
- Contribute towards the development, implementation and maintenance of processes and procedures within the team.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Projects

- Undertake projects relating to building assessment, including preparing local building policies and strategies.
- Manage project management tasks including setting priorities, establishing objectives and milestones, estimate timeframes and scheduling activities.
- Prepare relevant project reporting documentation.
- Deliver projects in accordance with agreed scope, timeframes and budgets.

Outcome: Advice and Representation

- Advise and assist the Coordinator and Manager on building matters.
- Liaise with and provide professional advice to the general public, applicants, other City employees and government agencies regarding building matters.
- Respond to written correspondence and enquiries.
- Liaise with, and provide direction to, the City's Solicitors in regard to building related legal matters and the preparation of legal documents.
- Attend and provide expert advice on behalf of the City at the State Administrative Tribunal or in court.

Outcome: People Management

- Set performance targets and development plans for employees.
- Monitor and manage performance of employees by providing appropriate feedback in accordance with the City's Performance Appraisal System.
- Provide leadership, mentoring and coaching to the team.
- Participate in the recruitment and selection process.
- Support City EEO initiatives to assist the team in understanding and compliance with EEO legislation, practices and City protocols.

Outcome: Continuous Improvement

- Maintain outcome focused work procedures using performance measures.
- Identify and record opportunities for improvement to procedures or systems that will increase efficiency or delivery of better customer service.
- Contribute towards the identification, development, implementation and maintenance of operational procedures and policies.

5. WORK RELATED REQUIREMENTS**Essential Skills, Knowledge, Experience and Qualifications:****Highly Developed Skills:**

- Written and verbal communication skills, including report writing.
- Interpersonal and negotiation skills.
- Decision making, analytical, research and design skills.
- Time management skills.
- Computer literacy / keyboard skills including Microsoft Office (Word, Excel, Outlook, etc).
- Customer service skills.
- Project management skills.
- Ability to provide coaching and feedback.
- Ability to interpret relevant and related legislation.

Comprehensive Knowledge:

- Building Act 2011, Building Regulations 2012, Building Codes of Australia and related legislation and government policies.
- Activities, processes and work practices relevant to building applications.
- Building related matters, including Crown land matters and associated legal documents.
- Working knowledge of community participation processes and methodologies.

Substantial Experience:

- Building requirements within the context of Local Government.
- Assessment, processing and reporting on building applications.
- Preparation of protocols, procedures and other project work.
- Mentoring and coaching within multidisciplinary work teams.

Qualifications / Clearances:

- Tertiary qualification in Building Surveying.
- Current registration as a Building Surveying Practitioner.
- Current Western Australian 'C' Class Driver's Licence.
- Construction Safety Induction Card (White Card).

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy but advice is available on complex or unusual matters.
- Employees will be required to set outcomes for the work area for which they are responsible so as to achieve the objectives of the department and City.

- Undertake a range of duties within work area, including problem definition, planning and the exercise of judgment.
- Responsible for decision making in work area and the provision of expert advice.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction.

Internal:

- Planning Services employees.
- Regulatory Services.
- Infrastructure Management Services.
- Operation Services.
- Marketing and Communications.
- Strategic and Organisational Development.
- City Projects.
- All employees.

External:

- General public.
- Government departments and agencies.
- Applicants.
- City’s legal advisers.
- Appellant bodies/State Administrative Tribunal.
- Other local authorities.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	4
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