



position description

POSITION TITLE	Deputy Municipal Building Surveyor
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 8
DIRECTORATE	Infrastructure and Growth
BUSINESS UNIT	Building Services
REPORTS TO	Manager Statutory Services
SUPERVISES	Nil
EMPLOYMENT STATUS	Full Time
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council's vision is to be a vibrant, well-planned city where people, nature, and opportunity thrive through connection, resilience, and leadership. This vision underpins our mission: Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community, and long-term sustainability.

POSITION OBJECTIVES

The Deputy Municipal Building Surveyor (Deputy MBS) is a qualified Building Surveyor who leads the day-to-day operations of the Building Services team. The role provides technical oversight, supervision, and ensures consistent, high-quality service delivery across statutory building control functions.

This position also serves as a developmental pathway toward Municipal Building Surveyor (MBS) status, offering opportunities to build strategic capability, expand delegated authority, and gain experience in complex matters.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

The Deputy MBS exercises delegated authority under the Building Act 1993, Building Regulations 2010, and the National Construction Code to ensure building works meet safety and compliance standards.

The role is accountable for leading the Building Services team, contributing to enforcement and operational decisions, and progressively building the competencies required for full MBS accreditation.

Key responsibilities include:

- Reviewing and preparing recommendations for building permit applications within delegated authority, ensuring statutory requirements and organisational objectives are met within prescribed timeframes.

our values
our mission

TRUST - RESPECT - INTEGRITY - LEARNING
WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

- Undertaking mandatory stage inspections, compliance audits, and investigations into potential breaches, reporting findings and escalating complex, high-risk, or precedent-setting matters to the MBS.
- Supporting enforcement activities, including preparing documentation and liaising with stakeholders under direction.
- Providing technical advice to applicants, designers, builders, and internal teams on routine and moderately complex matters.
- Preparing reports, recommendations, and correspondence for review by the MBS or relevant statutory bodies.
- Monitoring compliance with essential safety measures, swimming pool/spa barrier requirements, and other delegated safety obligations.
- Building and maintaining positive relationships with industry, community members, and regulatory authorities to support education and voluntary compliance initiatives.
- Providing accurate cost estimates for delegated permit assessments, inspections, and enforcement actions, and monitoring related expenditure in line with Council's financial policies and procedures, referring significant budgetary matters to the MBS.

Within the scope of delegation, the Deputy MBS:

- Makes decisions in accordance with legislative requirements, Council policy, and professional standards, exercising professional judgement on routine and moderately complex matters.
- Interprets and applies relevant building legislation to delegated matters, ensuring outcomes are compliant, practical, and aligned with Council objectives.
- Refers complex, high-risk, or novel cases to the MBS for determination.

Key challenges include:

- Maintaining service standards and consistent application of building legislation while operating within limited delegation.
- Managing routine and moderately complex building matters and escalating complex or sensitive issues appropriately.
- Keeping up to date with regulatory and technical changes and applying them to delegated responsibilities.
- Balancing workload across diverse tasks, including permit assessments, inspections, stakeholder engagement, and reporting within statutory timeframes.
- Developing leadership capability and supporting the team, while building the skills required to step into the MBS role in future.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

Trust	Talk straight – Say what you mean and mean what you say Create transparency – Do not withhold information unnecessarily or inappropriately Right wrongs Practice accountability – Take responsibility for results without excuses Extend trust – Show a willingness to trust others, even when it involves a measure of risk
Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion Listen first – Seek to understand others before trying to diagnose, influence or prescribe
Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values Keep confidence Do what you say you will do to the best of your ability Be open about mistakes Speak of those that are absent only in a positive way
Learning	Work together and learn from each other Continuously improving and innovating Be open to change There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of a team leader, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

The Deputy Municipal Building Surveyor exercises sound professional judgement in the interpretation and application of building legislation, while developing leadership capability to support the building services team and act in the MBS role when required. The role requires:

- Interpreting and applying the Building Act 1993, Building Regulations 2018, and the National Construction Code to assess compliance during inspections and permit assessments.
- Making decisions within delegated authority on routine and moderately complex matters, and escalating complex, high-risk, or precedent-setting issues to the MBS.
- Reviewing and validating building documentation, including performance solutions, to determine legislative compliance.
- Assessing swimming pool and spa enclosures, essential safety measures, and other regulated elements against applicable standards.

- Exercising professional judgement in evaluating non-standard construction methods or materials and recommending appropriate compliance pathways.
- Advising applicants, consultants, and internal stakeholders on building matters with clarity, professionalism, and consistency.
- Identifying breaches of legislation and preparing or recommending enforcement actions in accordance with Council policy and legal requirements.
- Balancing regulatory compliance with practical, customer-focused solutions that support safe and sustainable development.
- Prioritising and managing a varied workload to meet statutory timeframes and service expectations.
- Supporting and guiding team members in decision-making, technical interpretation, and service delivery, fostering a collaborative and high-performing team environment.
- Resolving operational issues and stakeholder concerns with diplomacy and professionalism, while modelling ethical and accountable decision-making.
- Contributing to strategic planning and continuous improvement initiatives within the building services function.

SPECIALIST KNOWLEDGE AND SKILLS

Required Knowledge:

- In-depth understanding of the Building Act 1993, Building Regulations, and National Construction Code (Volumes 1 and 2), including referenced standards and codes of practice.
- Advanced knowledge of building surveying principles, construction methods, materials, and design, including complex and innovative building solutions.
- Comprehensive understanding of fire safety engineering, essential safety measures, and risk management in the built environment.
- Strong awareness of legislative requirements relating to swimming pool and spa safety, disability access, and energy efficiency.
- Thorough knowledge of the statutory roles, responsibilities, and professional conduct requirements for Municipal Building Surveyors and delegated officers.
- Understanding of planning legislation and its interface with building control, including experience with planning referrals and integrated approvals.
- Awareness of local government processes, enforcement powers, and the broader regulatory environment.
- The ability to assess building applications, technical documentation, and site conditions for compliance (especially for routine and moderately complex matters).

Required Skills:

- Ability to interpret, apply, and provide authoritative advice on building legislation, codes, and standards to ensure compliance and resolve complex matters.
- Evaluate and approve complex building applications, performance solutions, and alternative solutions, including peer review of technical documentation.
- Lead and mentor a team of building surveyors and inspectors, providing technical guidance and professional development.
- Prepare and review statutory notices, orders, and enforcement documentation, ensuring legal robustness and procedural fairness.
- High-level analytical, investigative, and problem-solving skills, including the ability to manage disputes and negotiate outcomes with stakeholders.
- Excellent written and verbal communication skills, including the ability to prepare clear, concise reports

and present to Council, VCAT, or other forums.

- Proficiency in using relevant regulatory and document management systems (e.g., Pathway, Kapish, Objective).

Required Experience and Attributes:

- Demonstrated experience in a senior building surveying role, including statutory decision-making and oversight of complex building works.
- Proven ability to manage regulatory compliance, enforcement, and risk in a local government or similar environment.
- Experience in leading, mentoring, and developing professional staff.
- Commitment to continuous improvement, innovation, and upholding professional standards.
- High level of integrity, resilience, and ability to work effectively under pressure.
- Physical capability to conduct site inspections, including in challenging environments.

MANAGEMENT SKILLS

- Demonstrate advanced time management and task prioritisation to effectively oversee statutory functions, team workloads, and competing deadlines.
- Provide direct supervision, guidance and performance management to team members, fostering a collaborative and accountable work environment.
- Provide leadership through direct supervision, guidance, and performance management of team members, fostering a collaborative, high-performing, and accountable work environment.
- Strong planning and organisational skills to manage statutory timeframes and competing priorities.
- Model integrity, transparency, and ethical conduct; proactively identify and report suspected fraud, misconduct, or conflicts of interest.
- Apply risk management principles in all aspects of building control, decision-making, and service delivery.
- Champion occupational health and safety (OHS) by ensuring compliance with procedures, promoting a culture of safety, and taking responsibility for the wellbeing of self and others.
- Identify, assess, and respond to hazards, risks, and non-compliance, including initiating corrective actions and supporting continuous improvement.
- Maintain a professional standard of presentation and conduct, ensuring all team members adhere to uniform, PPE, and hygiene requirements.
- Demonstrate agility and sound judgement in responding to changing circumstances, regulatory updates, and emerging issues.
- Lead, mentor, coach, and develop staff, supporting professional growth and capability building within the team.
- Lead by example in managing complex or sensitive matters, including stakeholder engagement, conflict resolution, and enforcement actions.

INTERPERSONAL SKILLS

- Provide effective leadership to the Building Services team by setting clear direction, promoting technical consistency, and fostering a strong team commitment to high-quality service delivery.
- Communicate with clarity, professionalism, and authority across a diverse range of stakeholders, including internal teams, applicants, consultants, contractors, and community members.
- Interpret and apply complex legislation and codes, working collaboratively with applicants and professionals to achieve compliant and practical outcomes.
- Build and maintain constructive relationships with architects, designers, builders, tradespeople, and other industry professionals, fostering trust and cooperation.

- Demonstrate discretion and professionalism, maintaining confidentiality and ensuring accurate documentation of decisions, inspections, and correspondence.
- Prepare high-quality written communications, including statutory notices, technical reports, enforcement documentation, and correspondence suitable for legal or tribunal review.
- Apply advanced conflict resolution and negotiation skills, managing disputes and facilitating outcomes that balance compliance, safety, and stakeholder needs.
- Influence and gain cooperation from others, including leading teams, coordinating across departments, and contributing to organisational objectives.
- Represent Council professionally in external forums such as VCAT, industry meetings, and community consultations.

INFORMATION TECHNOLOGY SKILLS

- Demonstrated high-level computer literacy, with the ability to quickly learn, adapt to, and effectively use a range of software programs relevant to building surveying and local government operations.
- Proficient in regulatory, document management, and workflow systems (e.g., Pathway, Kapish, Objective, or similar), including the ability to generate reports, manage records, and ensure data integrity.
- Ability to interpret and analyse digital plans, technical drawings, and supporting documentation using industry-standard software.
- Competence in using communication and collaboration tools (e.g., Microsoft Office suite, Teams, Outlook) to support efficient team operations and stakeholder engagement.
- Commitment to continuous improvement in digital skills, including staying up to date with emerging technologies and digital transformation initiatives relevant to the role.

CUSTOMER SERVICE SKILLS

- Deliver high-quality, customer-focused service to all clients, applicants, and community members, ensuring timely, accurate, and respectful responses.
- Provide authoritative advice and guidance on building legislation, compliance requirements, and Council processes, tailored to the needs of diverse stakeholders.
- Demonstrate empathy, patience, and professionalism when managing complex or sensitive enquiries, complaints, or disputes.
- Promote a positive image of Council by upholding service standards, acting with integrity, and fostering trust in regulatory processes.
- Engage proactively with stakeholders to understand their needs, clarify requirements, and facilitate compliant and practical outcomes.
- Communicate technical information clearly and accessibly, ensuring clients understand their obligations and available options.
- Seek and act on feedback to improve service delivery and contribute to a culture of continuous improvement.
- Balance regulatory responsibilities with a solutions-focused approach, supporting both compliance and positive community outcomes.

EMERGENCY MANAGEMENT DUTIES

- Assist in Council's emergency response and recovery activities as required.
- Provide building safety advice and support during emergencies.
- Participate in preparedness activities and liaise with emergency services.

QUALIFICATIONS AND EXPERIENCE

- Registered Building Surveyor (minimum requirement) with extensive practical experience in building inspections and statutory decision-making.
- Eligibility for, or progression toward, Building Surveyor (Unlimited) registration is desirable.

- Advanced Diploma or Bachelor of Building Surveying from a recognised RTO is desirable.
- Strong working knowledge of the Building Act 1993, Building Regulations 2018, Building Code of Australia, and relevant Australian Standards.
- Demonstrated experience leading and mentoring a team, with a focus on technical guidance and performance development.
- Proven ability to interpret and enforce building legislation with consistency and accuracy.
- Minimum two years' experience in building surveying or local government.
- Proficient in relevant software systems and committed to maintaining professional accreditation.
- Experience in Local Government is highly desirable.

LICENCES AND MANDATORY REQUIREMENTS

- Registration to conduct mandatory inspections under the Building Act 1993 (VBA) and/or Environmental Planning and Assessment Act 1979 (NSW Fair Trading).
- White Card (General Construction Induction).
- Current Driver's Licence.
- National Police Check prior to commencement.

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We ensure fair, equitable, and non-discriminatory consideration for all applicants and employees, regardless of age, sex, gender identity, intersex status, disability, marital status, pregnancy, sexual orientation, race, religious belief, or any other protected attribute under the *Equal Opportunity Act 2010 (Vic)*.

We recognise our positive duty to actively eliminate discrimination, sexual harassment, and victimisation, and to promote equal opportunity in all aspects of employment. Our policies and practices are designed to uphold human rights, support reasonable adjustments, and ensure a safe and supportive environment for everyone.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.

Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Tertiary qualification and registration as a Building Surveyor with the relevant authority.
2. Extensive knowledge and practical application of building control legislation, including the Building Act 1993, Building Regulations 2018, Building Code of Australia, and relevant Australian Standards.
3. Demonstrated leadership experience, including mentoring staff and managing workloads.
4. Proven ability to assess building applications, technical documentation, and site conditions for compliance, including routine and moderately complex matters.

5. Strong planning and organisational skills to manage statutory timeframes and competing priorities.
6. Strong commitment to high-quality customer service, with the ability to manage complex enquiries and maintain confidentiality and professionalism.
7. Advanced communication skills, both written and verbal, including the ability to negotiate, influence, and present technical information clearly.
8. Ability to work independently and collaboratively, including leading fieldwork and contributing to strategic and operational goals.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION	BUILD AND ENHANCE RELATIONSHIPS	PLAN, ORGANISE AND DELIVER	
 <p>Understanding and valuing our customer needs to make sure we provide quality customer service.</p>	 <p>Collaborating and working with our people and community.</p>	 <p>Performing work to the best of our ability to deliver successful outcomes for our people and community.</p>	
FUTURE FOCUS	PEOPLE DEVELOPMENT	MANAGE HEALTH AND WELLBEING	SAFETY AND RISK MANAGEMENT
 <p>Identifying ways we can do better and anticipating future opportunities.</p>	 <p>Looking after the personal and professional growth of our people.</p>	 <p>Recognising the importance of staff health and wellbeing.</p>	 <p>Prioritising safe and ethical behaviour and decision-making in everything we do.</p>

Customer Service and Communication	
<p>Engages with community and internal stakeholders to assess future needs and identify ways of improving standards of customer service delivery.</p>	<ul style="list-style-type: none"> • Promotes positive customer service behaviours • Initiates and seeks feedback on customer service expectations and experiences • Identifies best practice and service improvement opportunities • Considers the community impact, perspective and experience in decisions impacting service delivery • Prepares written material that is succinct, considers alternate views and is persuasive

Build and Enhance Relationships	
<p>Builds and sustains important networks of people, groups and organisations, internally and externally.</p>	<ul style="list-style-type: none"> • Builds networks within and outside the organisations, and recognises opportunities for collaboration • Builds a strong, collaborative team promoting diversity and inclusion and maximises the benefits of diversity and difference • Promotes the sharing of knowledge, skills and resources across council • Acts with political nous • Engages, negotiates and influences diverse groups of internal and external stakeholders • Empowers and motivates others towards a shared agenda

Plan, Organise, Deliver

<p>Balances operational and strategic priorities to ensure performance against council plans.</p>	<ul style="list-style-type: none"> Builds teams with diverse and complementary skills and drives delivery of council plans Monitors performance and implements measures to achieve council plans Balances priorities of teams to ensure effective distribution of resources Creates opportunities for consultation and feedback from stakeholders to create shared ownership Manages risks and ensures business continuity in an uncertain environment Recognises problems, takes corrective or preventive actions and keeps people informed of plans, progress, adjustments and decisions
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Future Focus	
<p>Drives the achievement of the council vision and future readiness.</p>	<ul style="list-style-type: none"> Clearly communicates council vision, purpose and plans Ensures goals and priorities for teams are clear and align with strategic priorities and council vision Demonstrates ability to critically evaluate existing processes for efficiency, quality and service delivery Draws on best practice to develop and implement sustainable, evidence-based systems and programs Leads teams to develop and implement innovative solutions to challenges and problems Establishes processes to plan and manage the implementation of change

People Development	
<p>Builds and sustains high-performing teams aligned around common goals.</p>	<ul style="list-style-type: none"> Leads with clear purpose and direction and instils the importance of living council values Recognises talent and potential, identifies strengths and builds capabilities of staff Establishes meaningful targets that are specific and measurable Coaches and mentors to achieve results and develop the capabilities of others Prioritises action to address unsatisfactory performance and conduct, and behaviours that are inconsistent with council values

Manage Health and Wellbeing

<p>Demonstrates emotional intelligence and ensures staff wellbeing is prioritised.</p>	<ul style="list-style-type: none"> • Promotes and allocates time for staff participation in health and well-being initiatives • Promotes positive workplace behaviours, celebrates team success and enjoyment at work • Demonstrates good situational awareness and manages challenging and complex issues, calmly and logically • Engages in self-reflection and seeks mentorship • Maintains a positive outlook, demonstrating persistence in the face of setbacks • Enables reporting of concerns and takes appropriate action to address the issues raised
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Safety and Risk Management	
<p>Develops and implements systems to ensure organisational integrity and people's safety.</p>	<ul style="list-style-type: none"> • Practices risk-based decision-making within organisational tolerances • Encourages the taking of calculated risks and provides a supportive environment to critically review and assess outcomes • Considers safety when developing new processes, systems, procedures or purchasing new equipment • Ensures ethical decision-making and priority is given to the safety of staff and the public • Reviews plans regularly to identify and address changing or emerging risks and issues

ATTACHMENT 2: INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

FREQUENCY	% OF WORKDAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Managerial duties relating to finance	Desk based duties relating to the role	<ul style="list-style-type: none"> Liaison with staff of all levels Liaison with external stakeholders and the general public Phone use Computer use Data interpretation Use of multiple computer systems Photocopier use Time management Handwriting notes Attending and facilitating meetings Report writing Policy development and review Driving company vehicles Operate within a budget Involvement in strategic planning Supervision/management of staff 	Sitting				X
			Standing	X			
			Walking		X		
			Lifting < 10kgs		X		
			Carrying		X		
			Pushing	X			
			Pulling	X			
			Climbing	X			
			Bending		X		
			Twisting	X			
			Squatting	X			
			Kneeling	X			
			Reaching		X		
			Fine motor			X	
			Neck postures			X	
			Accepting instructions		X		
			Providing instructions			X	
			Sustained concentration				X
			Major decision making				X
			Complex problem solving				X
			Supervision of others				X
			Interaction with others			X	
			Exposure to confrontation		X		
			Respond to change				X
			Prioritisation				X