

Position Description

A. POSITION PROFILE

Position:

Cadet Building Surveyor

Position Evaluation:

Award: Band 1 Level 1

Salary System Grade: Trainee Award Rate

Conditions of Employment:

*Australian Citizen or Right to Work in Australia
Local Government (State) Award 2023*

Fixed-term, Full-time

Additional Benefits:

Nine Day Fortnight

12% Superannuation

Position Occupant:

Vacant

Department:

Corporate, Community & Development

Section:

Sustainable Development

Location:

Cootamundra ☒

Gundagai ☒

Direct Supervisor:

Manager Sustainable Development

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

This position provides professional assistance and support in building certification, development assessment, land use planning, and compliance matters in accordance with relevant environmental and planning legislation. The role is designed to support the development of practical skills and technical knowledge, enabling the cadet to become a competent and effective professional in the field of building certification.

The cadet will undertake a structured cadetship within Council's Sustainable Development section while completing relevant tertiary qualifications. The position offers hands-on experience across a range of statutory and strategic functions, contributing to the delivery of sustainable, compliant, and safe development outcomes within the community.

The cadetship is a structured training and development program designed for students who have satisfactorily completed at least four semesters of a Bachelor of Building Surveying and Certification and who are currently in or commencing their third year of study.

Completion of four semesters of a Bachelor of Building Surveying and Certification is preferred but not essential. Applicants with related qualifications or relevant industry experience are encouraged to apply, provided they can demonstrate equivalent knowledge and skills aligned with the program's requirements.

C. KEY RESPONSIBILITIES

1. Undertake and complete all required study and training with satisfactory results to obtain A3 Accreditation within the designated timeframe.

2. Develop and maintain a sound understanding of the Building Code of Australia (BCA), Environmental Planning and Assessment Act, Local Government Act, and other relevant legislation, codes, and standards relating to building and development.
3. Carry out assigned tasks and responsibilities to a high professional standard, ensuring accuracy, attention to detail, and completion within agreed timeframes.
4. Participate in on-the-job learning opportunities, site inspections, and assessments under supervision to build practical experience in building certification and development compliance.
5. Demonstrate a commitment to continuous improvement, teamwork, and customer service in the delivery of planning and building functions.

D. DUTIES

1. Undertake supervised assessment of development-related applications, including development applications (DAs), construction certificates (CCs), complying development certificates (CDCs), building information certificates (BICs) in accordance with relevant legislation, Council policies, and the trainee's level of knowledge and accreditation.
2. Undertake inspections of swimming pool barriers, residential, commercial, and industrial premises in accordance with relevant legislation, Council policies, and the trainee's level of knowledge and accreditation.
3. Provide accurate and courteous advice to developers, applicants, and members of the public on land use, development control, and compliance matters, commensurate with the trainee's knowledge, experience, and supervision requirements.
4. Attend and document pre-lodgement meetings, ensuring accurate recording of discussions and advice provided.
5. Respond to enquiries, complaints, and reports relating to land use, development permissibility, and compliance issues in a timely and professional manner.
6. Assist in undertaking compliance investigations and enforcement actions in consultation with the Manager and in accordance with Council procedures.
7. Maintain up-to-date knowledge of relevant legislation, policies, and industry practices applicable to building certification and development assessment functions.
8. Liaise professionally with internal departments, external agencies, and the community, supporting collaborative and effective outcomes.
9. Represent Council at internal and external meetings where appropriate, with support.
10. Contribute to the development, review, and implementation of team plans, policies, and procedures within the Sustainable Development section.
11. Collect, manage, and maintain accurate data, records, and registers to support reporting, compliance, and performance tracking.
12. Perform other duties as required, consistent with the employee's skills, competence, training, and developmental progress.

E. ESSENTIAL CRITERIA

1. Eligibility to commence (or already commenced) study to gain recognised qualifications in building certification.
2. A genuine interest in working in Local Government and building certification.
3. Ability to work as part of a collaborative, multidisciplinary team and take direction from senior staff.
4. Hold a SafeWork NSW recognized General Construction induction Card (White card) or be prepared to obtain same.
5. A commitment to ongoing study requirements and ability to manage time and prioritise work.

6. Competent computer skills, including familiarity with Microsoft Office programs (e.g., Word, Excel, Outlook).
7. Current Australian Class C Driver's Licence (or ability to obtain within a reasonable time).
8. Awareness of Work Health and Safety responsibilities and a willingness to comply with workplace safety requirements.

F. DESIRABLE CRITERIA

1. Basic understanding of building certification and the role of certifiers.
2. Qualifications and/or experience in a related discipline such as construction, building design or drafting.
3. Demonstrated interpersonal and verbal communication skills, with a professional and courteous approach to engaging with customers, colleagues, and stakeholders.