

# Position Description

## Manager Building Certification

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|---|---|
| <b>Directorate</b>                        | Planning & Environment                    |
| <b>Business Unit</b>                      | Building Certification                    |
| <b>Location</b>                           | Council Administration Building, Yass     |
| <b>Award Band</b>                         | Professional / Specialist Band 3, Level 4 |
| <b>Position Number</b>                    | 321020                                    |
| <b>Salary Grade</b>                       | 23  |
| <b>Date position description approved</b> | December 2025                             |

## Council Overview

Yass Valley Council is a local government organisation employing over 175 staff and with an annual budget of \$50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Planning & Environment Directorate comprises of Building Certification, Planning Strategy & Development, Environment & Regulatory Services and Community Spaces. The role of Manager Building Certification is located within the Building Certification business unit.

## Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

## Council Staff Values



## Primary Purpose of the Position

The Manager Building Certification is responsible for the management and professional development of the Building Certification team. The role shall ensure Councils regulatory requirements are satisfied and shall facilitate development in Yass Valley. The role is also responsible for growing the Business Unit, and ensuring that the Business Unit operates at a cost recovery or better position.

The role manages the Building Certification Team to ensure a high standard of proactive customer service and meeting of KPI's. Acting as the Department's representative at key internal and external stakeholder, meetings and forums, the role is key in building and maintaining a culture that proactively engages with the development industry to encourage development in line with Council's corporate vision, seeking continuous improvements in the development assessment process.

## Key Accountabilities

Within the area of responsibility, this role is required to:

- Manage, lead, mentor, recruit, guide, direct, motivate, train, professionally develop and performance manage the Building Team ensuring responsibilities and delegations are clearly defined, communicated and understood. Lead the Building team in the building certification process, consistent with time based KPI's and in accordance with relevant statutory and legislative controls
- Lead a self-funded business unit, ensuring that it operates at a cost-neutral position at worst within the first twelve months whilst meeting required outcomes.
- Prepare and provide input to the budget, Long Term Financial Plan, Operational Plan, and the Department's Business Plan.
- Prepare, monitor and report on KPIs, provide professional advice and ensure quality and consistent reporting and decisions, undertake process improvements to ensure the department continues doing business better.
- Ensure the team provides exemplarily proactive customer service and service excellence to external and internal stakeholders, including the development industry, while ensuring appropriate confidentiality. Ensure the delivery of quality services while keeping abreast of industry trends and best practice.
- Develop and implement education and marketing and promotion of services provided.
- Ensure speedy and professional responses to elected representative, Executive and other customer enquiries.
- Interpret legislation and represent Council at planning appeals and conferences held by the Land and Environment Court.

The Director may direct the Officer to carry out other duties within the limits of the employee's skill, competence and training.

## Organisational Accountabilities

**Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

**Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

**Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

**Policies and Procedures:** Comply with all Council's policies, procedures and guidelines.

**Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

## Key Challenges

Maintaining a sound knowledge of the statutory functions of an accredited certifier while keeping abreast in a changing legislative environment to provide a professional service to customers.

## Key Internal Relationships

| Who                                  | Why  |
|--------------------------------------|--|
| Director Planning and Environment    | Receive guidance and support, provide advice and exchange information.         |
| Coordinator – Building Certification | Provide guidance and support, provide advice and exchange information.         |
| Building Certifiers                  | Mentor, provide guidance and support, provide advice and exchange information. |

## Key External Relationships

| Who                           | Why   |
|-------------------------------|---|
| Customers and wider community | Communicate, engage and provide professional service. |

## Key Dimensions

### Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

### Reports to

Director, Planning and Environment

## Essential Requirements

- Tertiary qualification in Building Surveying or equivalent and current registration as a *Building Surveyor Class 1 and 10* under the *Building and Development Certifiers Regulation 2020*.
- Demonstrated transformative leadership skills with proven ability to work with a diverse group of staff and key stakeholders in a complex operating environment.

- Proven ability to monitor and analyse business practices to improve performance and deliver systems, processes and practices that drive high quality customer service outcomes.
- Experience in managing and motivating teams and creating or contributing to a culture where people feel supported to experiment and test new ideas.
- Construction Induction Card (White card).
- A current class 'C' driver's licence

## Desirable Requirements

- Current registration as a *Building Surveyor - Unrestricted* under the *Building and Development Certifiers Regulation 2020*.

## Approval History

| Stage        | Date            | Comment                  | MagiQ Reference |
|--------------|-----------------|--------------------------|-----------------|
| New Position | 9 December 2025 | Organisation Restructure |                 |

## Ownership and Approval

| Responsibility | Role                            |
|----------------|---------------------------------|
| Author         | Director Planning & Environment |
| Approver       | Director Planning & Environment |