



**Infrastructure Cook Islands
GOVERNMENT OF THE COOK ISLANDS**

PO Box 102 Rarotonga Cook Islands Phone (682) 20321 www.ici.gov.ck

POSITION SUMMARY

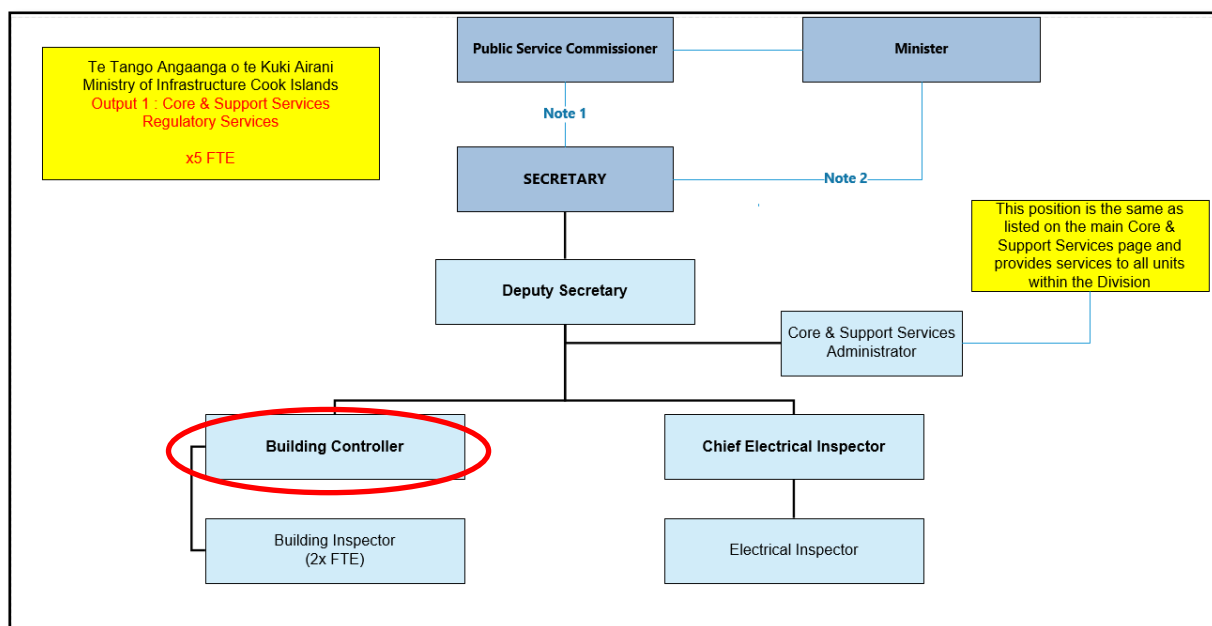
Job Title:	Building Controller
Division:	Regulatory Services
Responsible To:	Deputy Secretary
Responsible For:	3 x FTE
Job Purpose:	To lead, manage and oversee the strategic direction and the operations of the Regulatory Services Division by providing oversight in the delivery of capital projects and targeted programmes in the effective delivery of outputs for Infrastructure Cook Islands (ICI) Ensure compliance with the Cook Islands Building Controls and Standards Act and Regulations 1991, Building alignment by-law 1961, and the Cook Islands National Building Code
Job Classification:	Regulatory
Job Band:	
Salary Range:	
Date updated:	August 2019

AGENCY VISION

The Ministry strives to enrich our communities through quality infrastructure development. To achieve this ICI's goals are to:

- Ensure that we deliver on our core public services.
- Deliver well planned, quality infrastructure.
- Effectively management waste.
- Deliver optimal outcomes for the Cook Islands through our people, network, systems and services.
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ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: Regulatory Services</p> <ul style="list-style-type: none"> Physical on- site inspection of required building structures to ensure compliance to the approved plan Enforces, and advises on laws and regulations to maintain the safety and standards in the building industry and related trades Prepares the annual budget for the division in consultation with the Head of Ministry Oversees the recording and input to the database of permits issued Ensures Building Controls statutory obligations are adhered to in accordance with the Building Controls Acts & Regulations Investigates accidents and determines causes Recommends remedial action for accidents and takes legal action when appropriate Develop and maintain professional knowledge of the Building legislation and Code 	<ul style="list-style-type: none"> All constructions meet standards and are compliant Building data loaded on database Building Control's statutory obligations are adhered to Perform audits of procedures to monitor ongoing compliance Complaints are actioned in a timely manner Attend training opportunities relevant to the position
<p>KRA 2: Monthly reports and onsite inspections</p> <ul style="list-style-type: none"> Oversees the preparation of site inspection reports and issues Manages the maintenance and updating of the building control database Oversees the preparation of reports on matters in the building control and related areas Preparation of Annual report, Chamber of Commerce reports Manages the maintenance and updating of the register of building permits database and GIS mapping Arranges building inspections when required 	<ul style="list-style-type: none"> Data is loaded, stored and archived on the data base Site inspection reports are prepared Database is current Building inspections are carried out Reports are completed in a timely manner Building permit register is current
<p>KRA 3: Leadership and Management</p> <ul style="list-style-type: none"> Lead and contribute to the planning, leadership and management, people development, financial, information and risk management outputs for ICI Provide supportive leadership to staff Participate fully in the performance management process, working with staff to develop, monitor and review work performance Develop staff knowledge and skills Foster an organisational culture that achieves ICI goals and ensures customer value 	<ul style="list-style-type: none"> Engaged managers leading teams to achieve ICI shared goals and outputs Positive feedback from staff HR processes implemented Staff are supported with their career pathways and leadership development as required

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Staying up to date with current and new innovations in the building industry. Difficulty obtaining standards for new building materials or products
2	Directing builders and owners to repair/change and modify areas on building identified as non-compliant

3	Prepare reports on matters in the building control and related areas. Annual report, inspection report, Chamber of Commerce report and Statistic quarterly report on building permits
4	Dwellings on the outer islands not being monitored due to lack of resources.

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

Financial	Financial authority to commit the Ministry to expenses up to \$1000 operational expenditure and up to \$3000 Capital expenditure
Staff	Yes
Contractual	No

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
Secretary	Heavy Discuss building permit issues	Stakeholders and home owners	Promoting & Negotiating Advising and giving information relating to the building code, Acts and Regulations
Staff in division	Providing guidance and advice Train and develop staff	Builders Suppliers Building Inspectors	Promoting & Negotiating Advice and discussions on progress of project, structural failure issues Promoting & Negotiating Information on ranges of building supply materials Promoting & Negotiating Discuss status of identified buildings

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
Bachelor's Degree of Construction	Master's degree or professional qualification in the Building Construction

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
7-8 years working experience in the building sector	10 plus years relevant experience.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	Knowledge of the National Building Codes 1990 and standards Knowledge of the building materials and products Managing people; Managing budgets; Decision making and analysis; Customer focus;
Advanced	Advance levels in the Building construction methodology and types of building materials. Building controls and Standards Act and Regulations 1991 Above average competence in all Microsoft Windows and database applications
Working	Knowledge of MS office software, MapInfo and AutoCAD programmes
Awareness	Building standards (NZ) and (Aus) and building safety.

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

HoM/Manager

Date

Employee

Date