

## POSITION DESCRIPTION

### Position details

Position title:	Building Inspector
Classification:	TO6
JRN:	QLD/426508
Business Unit:	Regional Service Centre
Location:	Brisbane, Sunshine Coast, Gold Coast, Toowoomba

### Primary purpose of the position

The purpose of the position is to provide front line services to customers by providing expert technical advice to resolve building matters including mediating resolutions and undertaking proactive and reactive building inspections.

### Organisational profile

The QBCC supports the growing Queensland community by providing information, advice and regulation to ensure the maintenance of proper building standards and remedies for defective building work. By doing this we promote confidence in the building and construction industry. Led by the Commissioner and governed by a board, the QBCC consists of skilled, expert staff who work hard to meet the needs of industry participants and the community.

The Commission regulates the building industry throughout Queensland. To provide the best customer service possible, service centres are located throughout the State, including Brisbane, Gold Coast, Sunshine Coast, Toowoomba, Maryborough, Rockhampton, Mackay, Townsville and Cairns. Industry stakeholders and the community are also able to engage with the QBCC online or over the phone.

With 4.64 million people currently living in Queensland and more than 200,000 of those residents working in the construction sector, the QBCC has an important task in serving our customers, contributing to the growth of the Queensland economy and regulating the industry.

### Our purpose

For peace of mind.

### Our vision

To be a regulator that builds trust and confidence in all we do.

## Our behaviours:



### PROFESSIONALISM

We act with professionalism in all we do.



### INTEGRITY

We act impartially and with honesty.



### ACCOUNTABILITY

We do what we say, we are accountable for our actions, we mitigate risk.



### TEAMWORK

We think about others and how our decisions or behaviours impact them.



### CUSTOMER FOCUS

We treat all of our customers, including our colleagues, with respect, compassion and empathy.

## Key outcomes/Accountabilities

The aim of this role is to:

- Provide expert technical advice to consumers, internal customers, stakeholders and industry groups relating to building work in the State of Queensland.
- Manage a case load that includes, conducting reactive and proactive technical investigations, preparation of detailed reports and arranging expert assessments/determinations of technical and/or contractual matters.
- Mediate between contractors and consumers to resolve disputes relating to building work.
- Administer the regulatory provisions of the *Queensland Building and Construction Commission Act 1991* and *Building Industry Fairness (Security of Payment) Act 2017* Acts including issuing Directions to Rectify and undertaking disciplinary action against contractors. Interpret and apply the requirements of the *Building Act 1975*, the Building Code of Australia and associated Australian Standards.
- Prepare technical reports and statements for disciplinary proceedings and give evidence before the Queensland Civil and Administrative Tribunal and other Courts.
- Contribute towards the office's operational planning activities.
- Provide exceptional customer service to all staff of the Commission and external customers.

## Candidate attributes

1. A) Be eligible for a medium rise builders license with the QBCC [for example possession of Diploma of Building (CPC50220) or Advanced Diploma of Building (CPC60220) plus required expertise/skills, or the BCG03 Training Package or other forms of eligibility acceptable to QBCC. **Mandatory**  
B) Possess a Current Driver's Licence (Motor Vehicle) **Mandatory**
2. Be able to apply contemporary building standards, practices, legislation and codes within the construction industry, including demonstrated ability to supervise the performance of all building work.
3. Have high level interpersonal, consultative, negotiation and mediation skills.
4. Have high level investigative, analytical and problem-solving skills and ability to manage cases particularly related to a highly technical environment.

## Additional information

Our workforce is made up of many individuals with unique skills, values, backgrounds and experiences. We are committed to providing an environment where our employees have equal access to opportunities available at work, are not judged by unlawful or irrelevant attributes and have genuine feelings of belonging across workplace activities. We have a REDI Squad (Respect, Equity, Diversity, Inclusion), which helps positively influence, promote, support and encourage diversity and inclusion in our workplace.

## Employment screening

Appointment to this role will be contingent on the satisfactory outcome of a check of an applicant's recorded criminal history. Applicants seeking appointment are required to disclose any criminal histories and/or charges (including convictions which are not recorded), usually at the time of interview.

A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. The Commission will obtain information from the Queensland Police Service on whether or not an applicant is under investigation for a serious offence and, if necessary, information can be obtained concerning the person.

All personal information obtained in the application process will be treated confidentially and held securely by the Commission. Applicants who have lived or worked overseas will be required to provide a current police clearance.

Failure to consent to the criminal history check will render the applicant unsuitable for the role.

- Where a subsequent or recurring vacancy arises, either from the same centre/location or different centre/location from the advertised position, the vacancy may be filled from the order of merit used to fill the original position. Applications will remain current for up to 12 months after the closing date.
- On appointment to this position a probationary period may apply.
- This position description provides the minimum requirements for the position. The incumbent may be required to undertake other duties as required.
- Delegations and authority to act – this position may be required to exercise certain powers in accordance with legislation.
- All staff must comply with their responsibilities under:
  - *The Work Health and Safety Act 2011*
  - *Public Sector Ethics Act 1994, including The Queensland Public Service Code of Conduct*
  - *The Public Service Act 2008*
- The incumbent may be required to travel on official business and the possession of a C class licence is mandatory.
- If the application closing date is relatively close to any leave or other absences, please provide alternate contact information in case you are shortlisted for an interview.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- Any newly appointed employee who was employed as a lobbyist in the previous two years is required to provide a disclosure to the Commissioner within one month of commencement in accordance with Disclosure of Previous Employment as a Lobbyist Policy.

For general information about the QBCC visit our website: [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au)