

Position Description

Senior Building Assessor

Request this publication in an accessible format, please contact the Recruitment Team on 7017 3337 – using the National Relay Service 13 36 77 if required (for more information visit www.relayservice.gov.au).

Enquiries about diversity and inclusion at DGS, please contact the Department’s Diversity and Inclusion team on (03) 7017 3413.

Classification	VPS4
Term	Ongoing
Group / Division:	Domestic Building Dispute Resolution Victoria Dispute Services
Location	Melbourne CBD/Hybrid

About the Department of Government Services (DGS)

The Department of Government Services was established in 2023 to improve the experience for Victorians doing business and interacting with the government.

We are doing this by connecting and digitising our systems and platforms across state and local government, streamlining our corporate policy, service and delivery to make sure we are customer focused.

Department of Government Services brings together Digital Victoria, Service Victoria, Local Government Victoria, Consumer Affairs Victoria, the grant program centre and consolidates procurement policy, and whole of Victorian government telecommunications policy as well as the Working With Children Checks and Births, Deaths and Marriages. Oversight of Cenitex and the Public Record Office Victoria also transfers to DGS.

DGS also brings together VPS accommodation management, grant administration platforms and administration, and the procurement of whole of government goods and services. A new corporate shared service arrangement between DGS and central agencies (DPC and DTF) will deliver seamless and efficient services, while also driving VPS-wide corporate services reforms.

DGS upholds and demonstrates the values of the VPS and is the embodiment of VPS leadership. DGS’s values are adopted from the Public Administration Act 2004:

- Leadership
- Integrity
- Responsiveness
- Impartiality
- Accountability
- Respect
- Commitment to Human Rights.

Dispute Services

Dispute Services is a multi-dispute agency which includes Domestic Building Dispute Resolution Victoria (DBDRV) and Dispute Settlement Centre Victoria (DSCV).

Dispute Services provides for the more timely, fair and less costly resolution of disputes while it empowers and assists the Victorian community to prevent and appropriately resolve issues, alleviate pressure on the judicial system and help the community to thrive.

About the role

Working as part of the Building Assessment team and reporting to the Manager, Building Assessments, the Senior Building Assessor's role is to provide expert, specialist advice on building and construction issues and review detailed written reports prepared by building assessors for accuracy.

Key Accountabilities

- 1 Provide expert, specialist advice on building and construction issues to Dispute Resolution Officers to inform the progression of a case through the DBDRV service.
- 2 Review detailed written reports prepared by building assessors to ensure observations are accurately documented, and technical opinions and decision making can endure scrutiny.
- 3 As a senior member of the Building Assessments team, provide coaching, mentoring and feedback to building assessors to ensure a high standard of work is maintained.
- 4 Conduct technical expert building assessments electronically and onsite, utilising relevant building legislation, regulations, codes, and standards.
- 5 Utilise DBDRV case management systems, report writing software and templates to ensure a clear record of the assessments and consistent high-level customer focused outputs.
- 6 Maintain a high level of integrity and impartiality, relying on evidence to form opinions in the performance of the role and ability to maintain objectivity.
- 7 Working with the Manager, Building Assessments, effectively manage workflows and ensure finalised written reports are prepared within expected timeframes.
- 8 Contribute to the development of building assessment team projects, coordinated training, work plans and goals and ensure they align with whole of Dispute Services vision and plan to deliver on evolving organisation priorities.

Key selection criteria

- 1 Working Collaboratively:** Guides others to create a culture of collaboration; Identifies, and works to overcome, barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes.
- 2 Partnering and Co-creation:** Builds and maintains partnerships to achieve objectives; Coaches others on the co-creation process and builds team commitment to co-creation by demonstrating personal commitment; Builds trust in partnerships through timely and quality delivery of outcomes; Facilitates discussion and navigates differences of opinion to reach decisions.
- 3 Innovation and Continuous Improvement:** Uses understanding of clients or stakeholders' context to design and implement systems for continuous improvement within team or organisation; Reviews and analyses internal and external information to improve effectiveness and quality of work; Creates team environments where innovation and creativity are fostered and rewarded.
- 4 Future Focus:** Understands the broader context when reviewing an issue or problem and supports others to do so. Is future oriented in analysis, thought and action; Actively seeks out new technology to enhance team systems, processes and service delivery. Undertakes planning to ensure the organisation is future ready through managing change.
- 5 Critical Thinking and Problem Solving:** Takes into account wider business context within business unit when considering options to resolve issues. Identifies recurring problems and prevents future recurrence by integrating solutions into work process. Delivers tangible business outcomes as a result of critically evaluating problems from multiple perspectives and delivering effective solutions.
- 6 Interpersonal Skills:** Detects the underlying concerns, interests or emotions that lie behind what is being said and done; Presents as genuine and sincere when dealing with others; Projects an objective view of another's positions; Uses understanding of individuals to get the best outcomes for the person and organisation.
- 7 Communicate with Impact:** Makes a positive impression on others and comes across with credibility; Communicates orally in a manner that is clear fluent and holds the listeners' attention; Able to deal with difficult and sensitive topics and questions.
- 8 Team Management:** Ensures staff are productively deployed through effective workforce planning practices. Translates organisational strategy into workforce requirements (e.g. roles, team structures, capabilities). Takes actions to optimise workforce effectiveness.

Mandatory requirements

- 1 Demonstrated experience in supervising a team of technical specialists in a fast-paced environment

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- 2 Understanding and knowledge of the *Building Act 1993* and the associated regulations, *Domestic Building Contracts Act 1995* and associated regulations, National Construction Code and associated Acts and Codes and the Guide to Standards and Tolerances.
- 3 Demonstrated domestic building experience including the interpretation of plans, specifications and other documentation which constitutes a domestic building contract for the purposes of assessing whether building work carried out is in accordance with the contract documentation and legislation and standards governing domestic building work.
- 4 Hold or be eligible to obtain registration as a registered building practitioner with the Victorian Building Authority under *the Building Act 1993* or an Architect registered under *the Architects Act 1991*.
- 5 Hold a current Victorian Drivers Licence.

Additional information

The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees and clients and consistent with the department's obligations under the Occupational Health and Safety Act 2004 (OH&S Act), to support this DGS requires all DGS employees be fully vaccinated against COVID-19 in order to undertake duties outside of their homes (unless an exception applies).

To be able to meet the COVID-19 Mandatory Vaccination requirements and for the department to meet its obligations under the OH&S Act, the department will request employees provide their vaccination information (including 3rd dose / booster) or evidence of an exemption throughout the recruitment process. **Inability to provide this may impact your subsequent employment to the department.**

Pre-employment misconduct screening requirements

Before a final offer of employment is made, preferred candidates will be required to complete a pre-employment misconduct screening declaration and consent form. Further information on pre-employment misconduct screening requirement is available from the VPSC website.

The inherent requirements of this role and intrinsic risk(s) will be considered by DGS in assessing declarations of misconduct in previous workplaces.

Inherent requirements for this position

List jobs or activities, tasks or skills that are fundamental to the position and cannot be allocated elsewhere (for example, access to and handling of highly sensitive and/or confidential information).

1 Communication

2 Literacy

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3 Relational skills

and is assessed as having a medium level of intrinsic risk.

DGS Commitment

Diversity and Equal Employment Opportunity

We welcome applicants from a diverse range of backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ, people with disability, as diversity and inclusion drives our success.

It is important to us that candidate with disability can participate equitably in the recruitment process. If you need assistance or adjustments to fully participate in the application or interview process or if you have any enquiries about diversity and inclusion at DGS, please contact the Department's Diversity and Inclusion team currently supported by Department of Justice and Community Safety at HRAssist@justice.vic.gov.au

Supporting our employees balance their work and life commitments.

All roles at DGS can be worked flexibly, this underpins a diverse, adaptive, and high-performing workforce. The nature and scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with the hiring manager during the recruitment process.

Occupational health and safety responsibilities

Managers are responsible for the day-to-day implementation of OHS programs in their designated workplace, which includes the following areas as detailed Section 21 of the *Occupational Health and Safety Act 2004*:

- induction, instruction, training, and supervision of employees and contractors
- provision of relevant OHS information, overseeing storage and maintenance of plant, equipment, or substances
- ensuring the safety of visitors.

Security requirements and professional obligations

- Pre-employment screening will apply to all appointments

- Preferred applicants may be asked to provide evidence of their qualifications
- All preferred applicants will be required to produce sufficient proof of their identity prior to commencing employment with the department
- Employment of successful candidates will be subject to a National Police Check
- All DGS staff must comply with the [Code of Conduct for Victorian Public Sector Employees](#).