ACT Government
Chief Minister, Treasury and Economic Development

POSITION DESCRIPTION

Directorate: City and Environment

Division: Access Canberra

Business Unit: Construction and Planning Regulation

Position Title: Building, Planning and Energy Assessor Auditor

Position Number: PN 17433

Classification: AS06

Location: Mitchell/Various

Last Reviewed: October 2026

DIRECTORATE OVERVIEW

City and Environment Directorate (CED) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CED is also the Head of Service.

DIVISION OVERVIEW

What we do

At Access Canberra, we play a key role in supporting a safe and vibrant city. We improve the way industry does business, and help protect and improve Canberra's liveability. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

Access Canberra is unique to the ACT Government. We work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

What we offer

- Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.
- The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.
- A flexible workplace enabling activity-based work in a fun and creative environment.

THE TEAM YOU WILL WORK IN

The Construction Audit Team sits within the Construction and Planning Regulation Branch. The team's role is to make sure Canberrans have safe buildings to live, work and play in. The team takes a proactive approach to the regulation of construction occupations that are licensed under the *Construction Occupations (Licensing) Act 2004* and auditing building and planning breaches under the *Building Act 2004*, and the *Planning Act 2023.* The Construction Audit Team works alongside the Construction Planning Compliance Team and the Construction and Planning Investigations Team to provide a holistic approach to ensuring proportionate and responsive regulatory programs and actions to improve the quality of planning and building and construction in the ACT community.

DUTIES / RESPONSIBILITIES

The occupant of the position is responsible developing and maintaining building and energy audit processing and conducting inspections and compliance audits in line with Access Canberra's regulatory programs.

Under direction you will be required to:

- As part of a team and autonimosly, utilise your technical skills, experience and professional judgement to conduct desktop audits and on site building inspections as well as working colaboratly with the building policy team;

- Use professional judgement, regulatory powers and the risk/harm based regulation model to conduct building and energy audits and on site inspections to assess compliance with the relevant Acts and regulations;

- Conduct investigations including gathering evidence, formal statements, conducting research and taking proportionate and responsive action;

- Perform the statutory duties as directed by the Registrar of Construction Occupations under the *Construction Occupations (Licensing) Act 2004* including the role of a compliance auditor;

- Perform the statutory duties of an inspector under the *Building Act 2004* as well as other relevant referral entities under the Territory Plan;

- Use verbal and written communication skills to engage, negotiate and act as mediator with and for clients and stakeholders to achieve the best outcome both in the office and on site;

- Have a customer service focus that includes a high level of self awareness including the ability to provide support and advice to clients and stakeholders and respond professionally in challenging suitations;

- Perform a range of office administration, records management, data collection and reporting tasks;
- Work with community and industry members to achieve an appropriate regulatory outcome;
- Participate in fostering an environment of working together across the various areas of Access Canberra, CED and other relevant entities;
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect, Equity and Diversity framework, work health and safety, and participative work practices; and
- Public speaking forums where you may be presenting audit findings to internal and external stakeholders;
- Assisting with policy reviews and reforms;
- Other duties as directed by the Construction Occupations Registrar and supervisory directors
- This position may involve direct supervision of staff;

SELECTION CRITERIA

Your suitability for this position will be assessed in three key areas and how they relate to the duties/responsibilities above:

- **Skills** – the skills you have, based on your qualifications and previous experience, to fullful the duties/responsibilities of the role.
    - Ability to interperate plans and apply legislation, technical building codes and standards;
    - Well developed communication both in writing and verbally with a range of stakeholders to achieve appropriate outcomes for the community and agency;
    - Ability to undertake audits and investigations and inspections;
    - Excellent customer service and problem solving skills and ability to undertake on-site assessments and provide on-site advice;
    - Ability to prioritising of work to suit changing demands, and ability to attend to multiple tasks simultaneously.
- **Knowledge** – the knowledge you have, based on your qualification and experience
    - Knowledge of, qualifications and/or experience in the construction industry (e.g. auditing, building, building surveying, Urban and regional planning) is highly desirable;
    - Ability to interpret Australian Standards, technical codes, building plans;

- **Behaviour** – how well you will fit into the team, Division, Access Canberra and ACT Government based on the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview
    - A high level of self-awareness including understanding how your behaviour and decisions affect all stakeholders involved;
    - Demonstrated ability to work autonomously as well as cohesively in a team of inspectors and auditors improving practice through regular case reflections and sharing.
    - Demonstrated ability to deal with a particularly angry or frustrated client
    - Demonsrated ability to negotiate a compromised solution
    - Work under pressure dealing with multiple stakeholders with competing agenders
    - Demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the Territory Records Act.

Qualifications and experience other than prescribed

Qualifications - A qualification under the Australian Qualifications Framework that is a certificate IV or higher in one or more of the following disciplines would be highly desirable:

- Urban and regional planning;
- Building Surveying;
- Building;
- Engineering (Structural);
- Government Investigations

- Possession of a current driver's licence at C class or above

Eligibility – building inspector appointments are dependent on approval by the Construction Occupations Registrar as per Section 128 of the *Building Act 2004*. The Construction Occupations Registrar must be satisfied that the person is competent to exercise the functions of a building inspector under this Act. For example, a person who has aquired the knowledge and skills to carry out the task through training, qualifications or experience.

How to apply: Please submit a **two page** pitch addressing the three key selection criterias, and how they relate to the above duties/responsibilities.

WORK ENVIRONMENT DESCRIPTION

The following work environment description indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation ***The position is in an activity based work environment***	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Occasionally
Frequent paid overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required *Safety footwear* *High visibility clothing* *Hard hat* *Eye protection* *Appropriate clothing*	Occasionally