Role Description
Building Surveyor

Cluster	Stronger Communities
Agency	Fire & Rescue NSW (FRNSW)
Division/Directorate/Branch/Unit	Field Operations/Community Safety/Fire Safety/Fire Safety Compliance Unit
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Ongoing
Role Number	Generic
ANSZCO Code	312113
PCAT Code	1119192
Agency Website	www.fire.nsw.gov.au

Agency overview

Fire and Rescue NSW (FRNSW) is one of the world's largest urban fire and rescue services and is the busiest in Australia. Our overriding purpose is to enhance community safety, quality of life, and confidence by minimising the impact of hazards and emergency incidents on the people, property, environment and on the economy of NSW. Our capabilities extend far beyond fighting fires. FRNSW firefighters are among the most highly trained in the world. Our teams provide fire prevention, they respond to hazardous materials incidents, natural disasters and medical emergencies. Our teams also undertake counter terrorism and urban search and rescue operations. We are prepared for anything – helping anyone, anywhere, anytime.

Primary purpose of the role

Provide approved advice on building surveying and fire safety matters

Key accountabilities

- Draft building surveying advice and documentation on matters of fire safety for the authorisation and approval of senior specialists/manager, within the Unit
- Assist Building Surveyors and other Branch/Unit staff in inspecting, assessing and providing advice on fire safety systems, sites, buildings, plans, submissions, town planning proposals, technical briefs and documents that is compliant with the relevant standards, legislation and specific performance requirements of the Building Code Australia
- Apply technical and specialist knowledge to complete allocated project related tasks within specified timeframes and to expected quality standards
- Prepare and issue emergency orders, in accordance with the Environmental Planning and Assessment Act and FRNSW policy and procedure
- Contributes technical input into the formulation of draft documentation relevant to fire and building safety issues, sponsored by the Unit for both internal and external stakeholders

Key challenges

- Maintaining currency of knowledge of the legislative and regulatory environment in which the role operates Engages with stakeholders, and as required, proactively consults to achieve effective outcomes to technical challenges

Key relationships

Who	Why
Internal	
Manager	• Report directly on progress of work and assistance required
Staff within Unit	• Assist with advice to satisfy the technical and legislative issues of fire safety
External	
External Stakeholders	• Provide technical advice relating to fire safety
	• Develop and maintain network of peers with technical

Role dimensions

Decision making

- Has independence and autonomy to manage work within broad framework set by the Manager
- Decisions are made within the scope of the role ensuring accuracy of work to withstand industry review and scrutiny
- Manage day to day priorities, seeking assistance/guidance for more complex matters

Reporting line: Manager Fire Safety Compliance
Direct reports: Nil
Budget/Expenditure: As per FRNSW Delegations Manual

Key Knowledge and Experience

1. Knowledge of building control and certification processes in NSW.
2. Knowledge of the Environmental Planning and Assessment Act and Regulations, and other relevant planning instruments and, the Building Code of Australia.

Essential requirements

1. Tertiary qualifications in building surveying.
2. Currently registered, or eligible for registration, as a Building Surveyor – restricted (Class 1 and 10 Buildings), Building Surveyor – restricted (all classes of building) or Building Surveyor – unrestricted, under the *Building and Development Certifiers Act 2018* and Regulation.

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

Capability group/sets	Capability name	Behavioural Indicators	Level
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict	Adept

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level. FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural Indicators	Level
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements	Adept

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.FOCUS CAPABILITIES

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

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COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Advanced
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Adept