

## POSITION DESCRIPTION

<b>TITLE:</b>	Senior Building Services Adviser
<b>LOCATION:</b>	NSW Region – Ryde Office
<b>REPORTING LINE:</b>	Planning & Building Services Manager
<b>KEY RELATIONSHIPS:</b>	Executive Director-NSW Senior Executive Director-Building, Development & Environment

### PRIMARY ROLE:

To provide building services to members consistent with HIA perspectives, policies and procedures.

### SPECIFIC DUTIES:

- Provide technical advice to HIA members on issues related primarily to residential building and development, construction practices and material technology, including:- NSW building regulations; requirements of the Building Code of Australia and referenced Australian Standards; building materials and construction, and acceptable standards and tolerances for residential building work.
- Provide technical support to the Manager Planning & Building Services
- Provide administrative and technical support to the NSW Technical Committee and technical support for other committees as required.
- Assist in the preparation and delivery of technical training material for member programs.
- Assist in the preparation of technical articles for inclusion in HIA and associated industry publications.
- Assist in the preparation of technical material for use as industry alerts on new legislation or technical requirements
- Contribute to the development of HIA technical policy.
- Represent HIA on external industry forums and bodies, such as Standards Australia Committees.
- Liaise with NSW Councils on the behalf of HIA members.
- Co-ordinate member service with the planning and environment team
- Work with other regional and national Building Services team members
- Undertake other technical duties as requested by the Manager Planning & Building Services

### Essential Attributes

- Exemplify a service based work ethic.
- Ability to communicate effectively with industry practitioners at all levels both verbally and written.
- Ability to research and report on a range of technical issues.
- Ability to prepare concise technical reports and submissions.
- Ability to operate as a team member.
- Ability to prioritise work
- Ability to meet deadlines

### Qualifications and experience

- A building trade with extensive experience or
- A builders licence or

- Other tertiary qualification and experience in a field directly associated with the building industry, such as:
  - construction management,
  - construction technology,
  - engineering construction or
  - building surveying
- Relevant experience in the procurement, design, construction, supervision, inspection, or certification of residential buildings is essential.
- Sound knowledge of and experience with the building/planning approval arrangements in NSW.
- Training qualifications and experience will be seen as an added benefit.