



*Improving standards, equity and confidence in the building industry*

## **Role Identification**

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<b>Title</b>	Building Inspector
<b>Classification</b>	AO5 plus 10% Inspectors allowance Permanent Full-time position
<b>Location</b>	Toowoomba Area Office

## **About this role**

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The primary role of the Building Inspector is to provide consultancy services to consumers by providing information and advice on relating to building work, BSA's dispute resolution services and investigating and resolving disputes through mediation.

The Resolution and Regulatory Services Program is responsible for:-

- Delivery of BSA's dispute resolution services;
- Administration of the Statutory Home Warranty Insurance Scheme;
- Administration of BSA's licensing system for builders, trade contractors, certifiers and owner builders; and
- Management of BSA's Certification Unit.

The aim of this role is to:

- 1 Provide consultancy services to consumers, internal clients, stakeholders and industry groups by the provision of information and technical advice relating to building work.
- 2 Manage a complaints case load including conducting technical investigations and preparation of detailed reports and arranging expert assessment s/determinations of technical and/or contractual matters.
- 3 Mediate between contractors and consumers to resolve disputes relating to building work.
- 4 Administer the regulatory provisions of the QBSA and DBC Acts including issuing directions 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.
- 5 Prepare technical reports and statements for disciplinary proceedings and give evidence before the Commercial and Consumer Tribunal and other Courts.
- 6 In regard to insurance claims, compile rectification schedules, call and assess tenders to undertake rectification works, supervise rectification works and determine progress payments as required.
- 7 Contribute towards the office's operational planning activities.

The ideal candidate will:

1. A) Be eligible for a medium rise builders license with the QBSA [for example possession of Diploma of Building (CNBUI 013) or Advanced Diploma of Building (CNBUI 014) plus

required expertise/skills, or the BCG03 Training Package or other forms of eligibility acceptable to BSA.]; **Mandatory**

B) Possess a Current Driver's Licence (Motor Vehicle) and have a good driving record.  
**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.

## How to apply

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**Your application must be lodged online through the Smart Jobs website.** Go to the website <http://www.jobs.qld.gov.au/> and search under Occupation or Organisation. Download and thoroughly read the Role Description and all associated documentation. Register your details online, including an email address for correspondence.

To be considered your application must consist of the following documents as attachments, in a word compatible format:

1. a covering letter, of up to two pages, addressing how your knowledge, skills, achievements and experience align with the ideal candidate requirements listed 1- 4 above. Relevant examples should be provided for each to support your claim.
2. your current resume, outlining your previous work or voluntary experience and any other information which is relevant to this role.

Please note failure to submit the above through <http://www.jobs.qld.gov.au/> may result in your application not being considered.

Before submitting your application please ensure:

- there are no photos, graphics, or logos on resumes or application letter
- files are not zipped, compressed or password protected as they cannot be uploaded and so cannot be considered
- in a format compatible with Word in a font size of at least 11 is used to ensure it is easy to read
- ensure all editing, track changes and formatting is finalised
- 3 attachments maximum – do not attach any documents other than 1 & 2 above
- certificates, qualifications, written references, work samples, etc., should not be attached unless specifically requested.

If you do not follow these points we may not be able to download your application which may lead to your application being overlooked.

However, if you are still experiencing problems submitting your application, please send an email to [Job.Vac@bsa.qld.gov.au](mailto:Job.Vac@bsa.qld.gov.au) with a brief explanation. Please quote the Vacancy Reference No **BSA 02/12**. Please be aware that if you are unable to upload your application, it is most likely we will have the same problem.

Applications close on **Monday, 13 February, 2012**.

For further information regarding the role or associated selection process, please contact Rodney Turkington on 07 46872880.

## **Other Information & Additional Benefits**

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You will receive generous superannuation through QSuper ([www.qsuper.qld.gov.au](http://www.qsuper.qld.gov.au)) annual leave loading, 10 days sick leave per year, 20 days annual leave per year, access to flexible leave arrangements (including variable working hours), training and career advancement opportunities.

On 1 July 2008 the Queensland Building Services Employing Office (QBSEO) was established to provide employees to undertake work for the BSA under a Work Performance Arrangement signed by the BSA and the QBSEO. This Arrangement documents the means by which the QBSEO provides employees for the exclusive use and benefit of the BSA in order to carry out the legislative functions and operational responsibilities of the BSA.

Please note that BSA roles are open to Australian and New Zealand citizens and people who, under Commonwealth Law, have been granted permission to work in Australia, and remain in Australia indefinitely.

The appointee to this position may be required to complete a period of probation.

All newly-appointed public service employees are obliged to provide a disclosure of employment as a lobbyist within a month of commencement.

Applications remain current for twelve months.

For general information about BSA visit our web site: [\*\*www.bsa.qld.gov.au\*\*](http://www.bsa.qld.gov.au)