



Invercargill City Council – Team Leader Building Consent Inspections

Position Description and Additional Information

December 2025

Team Leader – Building Consent Inspections

- Lead, mentor, and inspire excellence
- Drive innovation in building compliance
- Shape a thriving, sustainable Invercargill

About the organisation

Invercargill City Council is on an exciting journey to deliver services that are truly client-centric, innovative, and forward-thinking. As the city continues to grow, they're focused on balancing strong regulatory compliance with a modern, risk-based approach - one that prioritises education, collaboration, and practical outcomes for the community. Their people are at the heart of everything they do - working together to shape a thriving, sustainable Invercargill.

Do you have the same drive and motivation to lead and enhance processes?

About the role

As Team Leader – Building Consent Inspections, you'll play a vital leadership role within the Building Services team. This is your opportunity to contribute to a regulatory function that is evolving - ensuring compliance while also helping to redefine how risk is assessed and managed in the building control space.

You'll be responsible for:

- Leading, mentoring, and developing a skilled team of Building Consent Inspectors.
- Overseeing building inspections and the issuing of Code Compliance Certificates.
- Promoting client-centric service delivery while maintaining high regulatory standards.
- Driving continuous improvement and supporting innovation across inspection processes.
- Ensuring compliance with the Building Act 2004, accreditation standards, and Council policies.
- Contributing to a culture that views risk management as a key measure of effective decision-making.
- Identifying opportunities for system efficiency and staff capability growth.

This is a role with real scope for growth - both in your technical and leadership skill sets. As the Council continues to evolve, you'll have the chance to shape how building control services are delivered and developed in the future.

About you

You're an experienced building consent inspections professional who thrives in a team leadership environment. You'll bring:

- Strong knowledge of the Building Code, Building Act 2004, and related legislation.
- Experience leading people, managing workloads, and coaching for performance.

- A balanced approach that combines regulatory integrity with a commitment to excellent customer service.
- The confidence to make sound, risk-based decisions that support practical, safe outcomes.
- A Regulation 18 accreditation under the BCA .

You'll be motivated by making a difference - in your team, your community, and your profession.

Why Invercargill?

Invercargill offers a lifestyle that's hard to match - short commutes, affordable living, great schools, and easy access a myriad of outdoor pursuits. Whether you're after adventure, community, or family-friendly living, Southland has it all.

The Council offers, professional development opportunities, support and mentorship from your leaders, and the chance to be part of a supportive, forward-thinking organisation that's genuinely invested in its people and its city. Relocation assistance may also be offered.

How to apply

To discover more about Invercargill City Council, visit <https://www.icc.govt.nz/>

For a confidential discussion about the role; contact Lisa Edwards, lisa@deciphergroup.co.nz or call me on 021 240 4410.

We encourage you to express your interest earlier as we will be actively screening upon application.

Please do not email us your CV and Cover Letter. Please use the *Apply Now* link on our website.

Our process



OUTREACH AND ADVERTISING | Applications close Late January 2026

Potential candidates identified through targeted search; applications reviewed and responded to.



APPLICANT SCREENING | January 2026

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



SELECTING AND SHORTLISTING | January 2026

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



CANDIDATE INTERVIEWS | January 2026

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



VETTING AND DUE DILIGENCE | February 2026

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



DECISION AND ONBOARDING | February 2026

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

Position Description

Position Title:	Team Leader – Building Consent Inspections
Reports To:	Manager – Compliance, Inspection and Enforcement
Responsible For:	5 Direct reports plus Indirect Contractors
Group and Team:	Consenting and Environment – Compliance, Inspection and Enforcement
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To ensure the effective, efficient, and compliant delivery of building inspection services in line with Council's responsibilities as a Building Control Authority. Oversee inspections to uphold the Building Act 2004, ensuring buildings are safe, durable, and meet regulatory requirements. Provide operational oversight, expert guidance, and foster a collaborative, high-performing, and customer-focused culture. Manage risk, drive process improvements, and engage with stakeholders to support Council's commitment to regulatory excellence and sustainable development.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do (provided as a guide only)

Leadership

- Lead, coach and motivate team members, promoting employee engagement with constructive feedback, openness, acknowledgement and trust.
- Encourage a workplace culture of shared ideas, problem solving and mutual support within and across teams that empowers others to achieve results that are responsive, business like, well planned, safe and successful.
- Create a team culture, supported by processes and practice, that views health, safety and wellbeing as a critical element of business as usual.
- Supervise team member performance and ensure the effective delegation of work tasks.
- Work alongside management to ensure that the annual performance development is carried out in accordance with Council's Performance and Remuneration Framework.
- Promptly raise concerns relating to the performance of team members with management so that an appropriate support/development plan can be put in place.
- Alongside management, work within the financial activities and budgets under your control in accordance with Council guidelines, timelines and delegated responsibilities.

Strategic Direction and Collective Leadership

- Ensure team members are well connected to ICC's overall strategic direction, and understand how they contribute to that direction.
- Lead, foster and role model behaviours that positively contribute to:
 - A collaborative and positive team culture for Consenting and Environment
 - A coordinated and cross-departmental approach to service delivery and decision making
- Lead, support and contribute to high-performance service delivery model with the following focus areas:
 - The customer is at the center of everything we do
 - Effective, efficient ways of working that deliver great outcomes
 - Sector-leading innovation
 - Pragmatic decision-making, with the confidence to balance risk across customer outcomes, legislation and regulatory requirements
 - An enabling approach to sustainable development
- Support and contribute to the development of internal policy and guidance that clearly defines expectations for service delivery and performance.
- Stay informed of legislative changes, case law, and industry trends to ensure Council practices remain current and compliant.
- Contribute to operational planning discussions, providing insights into team performance, challenges, and opportunities for improvement.

Building Consent Inspection Oversight and Excellence

- Manage building inspections to ensure compliance with the Building Act, Building Code, and relevant standards.
- Oversee and coordinate the issuance of Code Compliance Certificates (CCC) and manage inspection reports to maintain accuracy and quality standards.
- Establish robust processes for the effective execution of building control authority (BCA) functions in respect of building inspections and compliance with building consents.
- Regularly review inspection processes to identify and mitigate potential risks, including those related to public safety, legal liability, and reputational harm.
- Identify and mitigate risks associated with inspections and Territorial Authority (TA) activities to maintain regulatory integrity.

- Work alongside the Manager to ensure that services delivered and systems implemented enable the ongoing accreditation of the service.
- Work to ensure the effective, professional and responsive delivery of inspections, services to clients.
- Monitor changes in legislation, codes, and industry standards, ensuring timely updates to processes and team training.
- support the BCA's ongoing IANZ Accreditation by ensuring compliance with the quality assurance system. Ensuring technical audits and competency assessments of staff are carried out in accordance with the specified timeframes.
- Ensure that accreditation of the BCA inspection function is maintained, and service standards are continuously reviewed and enhanced enabling the ongoing accreditation of the service.
- Contribute to and support the BCA accreditation process by actively providing input, maintaining compliance with accreditation standards, and collaborating effectively to achieve / maintain accreditation.
- Provide structured feedback from inspections, ensuring insights are shared to refine consenting processes, address identified gaps, and enhance alignment between inspections and consent approvals.
- Identify recurring issues during inspections and work to develop corrective actions and practice improvements that enhance overall consistency and quality in building processes.
- Oversee the identification and resolution of non-compliance issues during inspections and work to implement corrective actions that drive improvements across the department.

Contractor Management

- Set clear performance expectations and provide leadership to contractors, ensuring quality, timely, and compliant service delivery.
- Monitor contractor performance and collaborate with contractors to address issues, support continuous improvement, and maintain high standards of service.
- Manage contractor time and associated costs to ensure best value for money for applicants and Council.
- Ensure contractors are engaged and aligned with Council and community priorities.
- Provide regular reporting on workflow including inspection numbers and types, allocations to FTE's and Contractors and any monitoring and enforcement matters. Provide reporting on KPI's as directed.

Regulatory Leadership

- Take a proactive approach to Council's role as a regulator, shaping programmes and supporting employees to enable an education-first approach to regulation and enforcement.
- Take action to ensure Council responsibly discharges its obligations as a regulator.
- Engage with and contribute to balanced risk management practices to mitigate legal, operational, and reputational risks.

Process Efficiency and Continuous Improvement

- Drive, support and contribute to a culture of continuous improvement, where team members welcome constructive challenge with a view to constantly raising the bar.
- Identify opportunities for system and process efficiency, with a view to simplified work processes and improved outcomes for our customers and community.
- Engage with internal teams to deliver improvement initiatives.
- Develop and support a quality assurance focus by guiding team members to actively contribute to Council's QA systems and processes, ensuring accountability for quality outcomes and continuous improvement.

Customer Service and Stakeholder Engagement

- Contribute to developing productive customer and stakeholder relationships ensuring ICC is well positioned with relevant industry sectors, including public sector partners.
- Lead a customer focussed approach to service delivery that ensures productive customer relationships.
- Represent ICC in public forums, industry events, and external engagements as required.
- Represent the team in meetings with developers, community groups, iwi, and other stakeholders to align services with Council values and strategic goals.
- Build strong working relationships with contractors, industry professionals, and community representatives to support trust and collaboration.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

- Relevant tertiary qualification in Building Surveying, Construction Management, Engineering, or a related field
- Current or eligibility for Regulation 18 accreditation under the Building (Accreditation of Building Consent Authorities) Regulations 2006
- Current Full NZ Driver's License

Knowledge, Skills and Experience

Essential:

- Four to five years demonstrated experience in building inspections, building control, or related regulatory environments
- Comprehensive understanding of the Building Act 2004, Building Code, and related legislation
- Strong understanding of compliance requirements for building consents, inspections, and Code Compliance Certificates (CCC)
- Proven ability to interpret complex construction plans and specifications
- Experience working collaboratively with a range of stakeholders, including developers, builders, property owners, and internal council teams
- Experience managing risk in a regulatory or compliance-based role
- Familiarity with the accreditation requirements for Building Consent Authorities (BCAs)
- Proven ability to balance regulatory compliance with customer-centric service delivery
- Excellent communication and interpersonal abilities to build effective relationships with internal teams, contractors, developers, and the public
- Strong analytical skills with the ability to interpret building legislation, apply professional judgment, and make robust decisions
- Excellent verbal and written communication skills, with the ability to explain complex technical requirements in plain language
- Experience in developing and improving inspection processes, quality assurance systems, and service delivery standards
- Commitment to continuous improvement, with a focus on customer service and regulatory compliance
- Proficiency in using building consent management systems (e.g., GoGet, Objective, AlphaOne) and mobile inspection tools
- Competence in Microsoft Office Suite and general digital literacy

Desirable:

- Knowledge and/or experience in the business Local Government legislation and Local Authority functions
- Understanding of health and safety legislation, especially in the context of site inspections and fieldwork
- Experience with BCA accreditation processes and meeting ISO and IANZ standards

Agreement

Employee

<i>Name</i>	<i>Sign</i>	<i>Date</i>
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Manager

<i>Name</i>	<i>Sign</i>	<i>Date</i>
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Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.

Level 4, 151 Cambridge Terrace
Christchurch Central
www.deciphergroup.co.nz
<https://www.linkedin.com/company/decipher-group-limited/>

Our Diversity, Equity and Inclusion Statement

Decipher Group care deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future. Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.