

Your Position

Your job	Building Compliance Officer Kaiarahi Tautukunga Hanga Whare
Your group	Policy, Planning & Regulatory Services
Your team	Building Assurance
Your manager	Team Leader Building Compliance, Emma Watson-Eykel
Your base	Porirua Premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy to get things done

Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure, climate and regulatory services issues (including resource management, climate and District Planning policy);
- Lead the corporate planning processes including the Long-term Plan and Annual Plan; Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
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- The Climate and Environmental Planning team's vision is to contribute to a resilient and inviting city that enables our communities to thrive.

Your purpose

The Building Compliance Officer role is to:

- Contribute to ensuring that buildings are safe, healthy, and resilient and contribute to the well-being of the people that use them.
- Perform the territorial authority regulatory functions in relation to building compliance matters including meeting building warrant of fitness (BWof) system responsibilities and processing of certificates of public use, support of pool barrier audits, and certificate of acceptance responsibilities.
- Undertake compliance audits/inspections, complete reports and recover costs associated with this function. Respond to building compliance matters and complaints and apply appropriate enforcement action to achieve the required level of compliance.

Who you'll be working with

Your direct reports	• None
Your indirect reports	• None
External people and groups	• Government, public organisations and business • Members of the public and community organisations • Independent Qualified Persons (IQP's) • Building owners and their agents • Other local authorities • Ngāti Toa Rangatira • Contractors, consultants and suppliers • Industry groups
Internal people and groups	• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	• Provide professional and technical advice to internal and external customers in relation to compliance matters including compliance schedule and building warrant of fitness system, pool audit and certificates of public use • Assess building warrant of fitness documentation and maintain renewal process • Maintain a building warrant of fitness audit programme and undertake inspections and audits • Support specified system assessments for consenting applications • Process certificate of public use applications and undertaken inspections to support decision making • Support building consent vetting, processing, and certification functions in relation to compliance schedule requirements • Undertake investigations and inspections of building compliance matters through to an appropriate documented result • Support earthquake-prone building, pool barrier and certificate of acceptance responsibilities and undertake inspections or audits as the need arises • Attend applicable final building inspections and support the building inspector on decision making in relation to specified system requirements • Provide advice and guidelines to customers on compliance matters and building warrant of fitness responsibilities • Promote the importance of safe compliant buildings, and help building owners where appropriate. • Apply appropriate enforcement action to achieve the required level of compliance • Ensure that cost recovery of this service is applied to across the various responsibilities such as renewals, amendments, inspections, and audits • Record decisions, reasons for decisions and outcomes accurately in a timely manner in line with internal quality procedures • Support Team Leader Building Compliance with administration and reporting needs
Relationship Management	• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive
Corporate Responsibilities	• Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Identify and contribute towards improvement • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	• Knowledge and experience in building compliance matters including building warrant of fitness system and renewal process • Previous experience in delivery of regulatory functions, including education, compliance and enforcement activities • An in-depth knowledge of the relevant components of the Building Act 2004 • A good understanding of various specified systems and their performance standards and inspection, maintenance and reporting requirements • Active team member who can adjust work priorities for the benefit and success of the wider team • A practical person with a positive can-do attitude • Able to use judgement and apply criteria to make decisions • Reliable and able to work to deadlines • A quick learner who is comfortable with IT systems/software • Well-developed planning and organisational skills with the ability to prioritise tasks effectively and work well under pressure • Able to work and contribute within a team environment • Excellent communication oral and written skills, and an ability to establish and build on working relationships • A current unrestricted New Zealand driver licence • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you also have:	• Relevant regulatory qualification, such as a New Zealand Certificate in Regulatory Compliance (Core Knowledge) Level 3 • Building consent processing and certification experience

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Porirua City Council supports an inclusive and welcoming environment and is a member of Te Urū Tāngata, Centre for Workplace Inclusion.