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| Job Title : Coordinator: Building Inspectors Job Grade : C-5 Business Unit : Building Inspectors | Section : Registrations Span of Control : 3 Role job report to : Manager: Building Inspectors |
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MINIMUM JOB REQUIREMENTS

| Qualifications | Experience | Certification/ Professional Registration |
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| <ul style="list-style-type: none"> National Diploma or B. Degree in Building Management | <ul style="list-style-type: none"> Minimum 5 years experience as Building Inspector Professional. | <ul style="list-style-type: none"> Any relevant professional certification or registration. |

JOB PURPOSE

- The purpose of the job is to–
- manage the process of registering Building Inspectors with the SACPCMP.
 - ensure adherence to the registration process of Building Inspectors.
 - ensure quality of registration process and timeous issuance of registration certificates.

| KEY RESPONSIBILITIES | WEIGHTING | ATTRIBUTES |
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| 1. Planning. | 20% | <ul style="list-style-type: none"> - Participate in the strategic planning sessions and contribute towards the development of the Annual Performance Plans for the Building Inspectors unit. - Plan and deploy required resources for the attainment of planned priorities. - Monitor the implementation of priority plans. |
| 2. Project management and business processes improvements. | 30% | <ul style="list-style-type: none"> - Prepare recommendations and business cases for approval by Council. - Manage commissioned projects and monitor their progress, quality and cost. - Analyse registration statistics and compile management reports. - Ensure implementation of assessment outcomes and relay feedback to applicants. - Plan, design and recommend process improvements for implementation. - Coordinate and supervise all activities in the registration process. |

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| 3. Stakeholder Liaison | 20% | <ul style="list-style-type: none"> - Stay abreast with industry trends and changes and liaise with all key stakeholders. - Gather business intelligence and compile fact-sheets for decision making by management. - Ensure that all stakeholders are kept informed of changes and improvements in the registration criteria and other SACPCMP processes. |
| 4. Risk management | 15% | <ul style="list-style-type: none"> - Identify operational risks in the Building Inspector unit for inclusion in the risk register. - Develop mechanisms and strategies for the management and/or mitigation of identified risks in the operations of the Building Inspectors unit. |
| 5. Human Resource Management | 15% | <ul style="list-style-type: none"> - Plan work activities for subordinate staff in line with the approved work programs, annual performance plans and other priorities. - Participate in staff recruitment and staff performance assessment processes. - Compile and submit performance reports for the Building Inspectors unit. |

COMPETENCIES

| Knowledge | Skills | Leadership Qualities |
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| <ul style="list-style-type: none"> - Occupational Health & Safety Act. - COIDA - Service Level Agreements (SLAs) - Investigations - Risk management - Data analysis - Project Management - Conflict management - Building Regulations and standards - NHBRC Act - SACPCMP Act | <ul style="list-style-type: none"> - Time management - Presentation - Interpersonal - Administrative - Negotiation - Interview - Report writing - Decision making - Problem solving - Investigating - Organisational - Computer | <ul style="list-style-type: none"> - Performance Driven - Assertive - Integrity - Team player - Customer service orientation - Stakeholder management - Organizational Leadership - Thought leadership - Business and personal values alignment - Personal Leadership - Critical thinking |

ADDITIONAL REQUIREMENTS

- ❖ Prepared to work overtime
- ❖ Ability to engage at very senior management level
- ❖ Very good communication (verbal and written)
- ❖ Ability to use MS Office Suite

ORGANISATIONAL CULTURE

- **Bias for Action** with an orientation toward aggressive, proactive responses to problems & opportunities.
- **Continuous Improvement** with emphasis on improving processes, services and stakeholder relations.
- **Customer Focus** in understanding, meeting & exceeding customer expectations.
- **Fun & Friendly Environment**, an orientation toward style that makes it possible for employees to be well acquainted in an upbeat & energetic environment.
- **Openness to Frequent Change** and willingness to adapt modifications in job and roles.
- **Planning for Long-term Success** with an orientation toward achieving future, long-term goals, meeting timelines through careful planning and well-established strategic planning.
- **Quality Focus** with emphasis on high-quality services.