

## CAREERS AT MANSE GROUP

---

### About Us

Manse Group is a boutique building consultancy firm assisting homeowners, builders, architects and developers throughout the construction process. We are passionate, friendly and have a genuine commitment to doing what we do, well.

We are enthusiastic about creating an enjoyable and inclusive workplace where our team has the opportunity to shine. We place trust in our employees, have high, yet realistic expectations for their performance and strive to provide a fulfilling environment.

Manse Group is committed to creating a balanced culture and is looking to attract individuals who share our passion for exceptional service, love of construction and our core values.

Communication is integral to success in our industry. We pride ourselves on being responsive, transparent and open with our clients, employees, and other stakeholders.

### Our Mission

Manse Group's mission is *'to make the building process from start to finish, better'*. To achieve this, we are guided by our core values which determine our behaviours.

### Our Core Values

- ◆ **Honesty** - We are transparent and open
- ◆ **Passion** - We love construction
- ◆ **Integrity** - We are honest, reliable and consistent
- ◆ **Communication** - We listen, we share, we build long-lasting relationships
- ◆ **Quality** - What we do, we do well

### Staff benefits

- ◆ Small, Geelong based team
- ◆ Attractive remuneration commensurate with your skills and experience
- ◆ Ongoing training and professional development in a supported environment
- ◆ Opportunity to make your mark in a growing business

## THE ROLE

---

### Quality Assurance Building Assessor

**Are you a Registered Builder or is your registration imminent and are you ready for an exciting change?**

Due to consistent growth, Manse Group is seeking an experienced Quality Assurance Building Assessor to service clients throughout Geelong and the surrounding areas.

Reporting to the Managing Director, the role requires the undertaking of independent building inspections, completion of daily inspection reports, liaising with clients, builders and building supervisors. This position demands in-depth knowledge and a facts-based approach at all times to achieve the best outcome for our clients.

Adequate time will be dedicated to ensuring you have a good understanding of our expectations and on-site inspection processes, which will be pivotal to your success. We will invest in ongoing training as required to further develop your skills, and ensure you are an appreciating asset to our company.

### About You

**You are passionate about quality construction.** You are a Registered Building Practitioner (Unlimited or limited) or very close to earning your registration.

You have a positive, proactive approach, extensive experience working with multiple trades within residential construction and qualifications to provide advice on compliance with the National Construction Code, Australian Standards and the Victorian Building Authority's Guide to Standards and Tolerances. You are an efficient self-starter, a team player and results driven. You will play an integral part in the delivery of exceptional client service and ensure that all priorities are met in a timely manner.

You will be provided with the opportunity to learn a diverse range of functions and continually progress your career. No two days in construction are the same, so you need to be capable of managing a busy schedule and adapting to changing priorities, while still dealing with the day to day tasks. You have exceptional communication and interpersonal skills, the ability to take control, show initiative and work well autonomously and as a part of a team.

### What's on offer?

This is a varied role with the possibility for responsibilities to evolve over time, providing a skilled individual the opportunity to develop personally and professionally.

- ◆ This is a full-time role
- ◆ Phone, laptop and tablet
- ◆ Fully maintained company vehicle
- ◆ An attractive remuneration package between \$80-\$100k will be offered in line with your skills and experience.
- ◆ Pleasant working environment and easy-to-deal with team that appreciates your work

### To Apply

Please email your CV and cover letter that addresses why you believe your skills and experience would be an asset to our business to: **Rachel Pitman, Director** [info@mansegroup.com.au](mailto:info@mansegroup.com.au).

## POSITION DESCRIPTION

---

### Quality Assurance Building Assessor

Reports to: Managing Director

Key relationships: Clients, Builders, Site Supervisors and Industry professionals.

**Position overview:** To conduct thorough building inspections along with detailed, facts-based reports and exceptional client follow up.

Key responsibilities:

1. Site-based
  - ◆ Undertaking of quality assurance building inspections and reports of new homes at various stages of construction
  - ◆ Liaising with clients and builders/site supervisors
  - ◆ Noting faults, defective building work or maintenance issues in relation to relevant sections of the NCC, Australian standards and the VBA's Guide to Standards and Tolerances
  - ◆ Complete inspection documentation in line with company policies and procedures
  - ◆ Ongoing learning of codes/standards/building practices
2. Desktop duties
  - ◆ Review construction plans and new homes contracts
  - ◆ Completion of detailed inspection reports compliant with AS 4349.0-2007: Inspection of Buildings
  - ◆ Be proactive in arranging site inspections with clients, builders and site supervisors as well as following up rectification works
  - ◆ Precisely maintain and forecast schedule
  - ◆ Communicate with clients via phone and email
  - ◆ Operate and maintain project data/records in CRM system
  - ◆ Keep up to date with standards and manufacturer's guidelines
  - ◆ Have input into processes and improvement opportunities

Key Capabilities

Qualifications

- ◆ Registered Building Practitioner or imminent (required)
- ◆ Diploma or Advanced Diploma Building Surveying (advantageous)
- ◆ Trade qualification (advantageous)
- ◆ Valid driver's license
- ◆ White card

Experience

- ◆ 10+ years industry experience

#### Knowledge & skills

- ◆ Extensive knowledge and experience with the Building Act, Building Regulations, Domestic Building Contracts Act, National Construction Code, Australian Standards and the Victorian Building Authority's Guide to Standards and Tolerances
- ◆ Excellent computer skills with knowledge of MS Office suite, auditing programs and CRM software
- ◆ Excellent writing skills and experience in the preparation and drafting of correspondence
- ◆ Ability to communicate with a wide range of stakeholders and manage stakeholder expectations effectively
- ◆ Demonstrated ability to prioritise and meet critical deadlines
- ◆ Organised with the ability to work in a systematic, accurate and timely manner
- ◆ Excellent attention to detail
- ◆ Proven ability to manage and forecast a busy schedule

#### Personal qualities & behavioural traits

- ◆ Honest
- ◆ Reliable
- ◆ Presentable, punctual and professional
- ◆ Enthusiastic
- ◆ Willingness to learn and develop
- ◆ Process driven
- ◆ Forward thinking
- ◆ Logical
- ◆ Takes initiative
- ◆ Efficient
- ◆ Meticulous attention to detail
- ◆ Passion for construction
- ◆ Flexible – happy to do what is needed at the time
- ◆ Ability to work autonomously
- ◆ Strategic thinking