

POSITION DESCRIPTION – DESIGN & COMPLIANCE CO-ORDINATOR

BACKGROUND	
Position Title	Design & Compliance Co-ordinator
Location	Ginninderry's Community & Information Centre
Position Type	Full Time (38hrs per week)
Hours of work	Between 8.30am and 5.00pm, Monday to Friday
Reports to (Manager)	Senior Design Manager (Estate Design and Built form)
Reports to you	Nil
Date Reviewed	February 2026

This position is responsible for the management and coordination of built form design approvals and the compliance process relating to Ginninderry's residential homes, Terraces and Multi Unit sites within the development. An understanding of residential construction including plans, technical documentation, specifications & the Territory plan is required. The position will provide support to the delivery team & sales team in the areas of co-ordinating and managing all design approvals & housing compliance including compliance inspections and co-ordination of landscaping packages and bond return related matters.

QUALIFICATIONS & EXPERIENCE	
Qualifications	<ul style="list-style-type: none"> Recognised qualifications in Construction Management, Building Design, Environmental design or other relevant degree or diploma
Experience	<ul style="list-style-type: none"> 3-5 years' experience in the construction industry Experience with management and co-ordination design & building Experience in a customer facing role is desirable

SKILLS & CAPABILITIES	
Technical	<ul style="list-style-type: none"> Excellence in report writing and digital communication. An understanding of the design and construction processes related to built-form (preferably housing) Ability to follow construction processes and an understanding of handover processes related to completion of dwellings An understanding of contemporary design (urban and built form) issues and principles is desirable.
Behavioural	<ul style="list-style-type: none"> Decision Making - Makes quick decisions; makes difficult decisions; makes considered decisions; takes responsibility. Building Relationships - Builds rapport; creates a positive impression; adapts interpersonal style; maintains good working relationships; offers help; builds and maintains networks; develops cross-functional awareness; manages conflict. Communication - Understands spoken information; speaks clearly; engages others when speaking; adapts to the audience. Planning and Organising - Sets objectives; plans ahead; uses time efficiently; manages resources; maintains documentation. Resilience - Thrives under pressure; controls emotions; copes with setbacks and criticism.

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STAKEHOLDERS	
Internal	<ul style="list-style-type: none"> • Design Manager(s) • Sustainability Manager • All other team members
External	<ul style="list-style-type: none"> • West Belconnen Joint Venture Board • Future Ginninderry Residents • Community Groups & Stakeholders • Project consultants, contractors and subcontractors

RESPONSIBILITIES AND DUTIES	
Design Approval co-ordination	<ul style="list-style-type: none"> • Check designs@ginninderry.com on daily basis and follow up design queries, approval requests and other matters accordingly. • Initial completeness check of design applications. • Ability to provide appropriate responses to purchasers and partner builders relating to design submissions in a timely manner with an understanding of construction cost & a reasonable approach to resolve issues. • Preparation management and filing of design approvals and correspondence as required • Stamp approved design drawings and send to relevant parties. • Work with the design team to solve design related queries. • Work with Estate Manager to help with front landscaping related queries.
Housing Compliance	<ul style="list-style-type: none"> • Administration of compliance bond and front landscaping application forms including filing, recording lodgement dates in CRM, scheduling inspection time, follow up outstanding paperwork etc. • Undertake compliance inspection and liaise with customers in relation to addressing any non-compliance matters. Attend to re-inspections as required. Liaise with Sustainability Manager in relation to sustainability requirements/ compliance. • Compliance review and checklist – send customers compliance review letter and inspection checklist, answer customers' queries and inform next steps etc. • Preparation, management and filing of compliance reports and inspections including schedules, spreadsheets and associated administrative duties. • Communication to customers and builders over relevant compliance, defects or construction related matters including where applicable issuing non-compliance notices. • Liaise with relevant team members as required for administration of compliance matter including providing approval for commencement of front landscaping work and compliance bond refunds etc.

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RIVERVIEW'S CORE VALUES	
Respect	<ul style="list-style-type: none">• Be Dedicated to Relationships - We respect all people, their ideas and cultures.
Integrity	<ul style="list-style-type: none">• Be True to Our Word - Integrity is non-negotiable. We are authentic in all our dealings. We leave a positive impact through our actions and behaviours.
Innovation	<ul style="list-style-type: none">• Be Challenging in our Approach - We strive to find the best solution. We think outside the box and dare to do things differently.
Collaboration	<ul style="list-style-type: none">• Be Powerful Together & Move Forward as One - We leverage collective genius and grow and learn from each other. We work together to achieve more through our unified culture and knowledge.
Lasting Impact	<ul style="list-style-type: none">• Leave Behind More than you Found - We are dedicated to making a difference not just for today but tomorrow. We aim to leave a positive legacy for the people who follow in our footsteps.

Manager's Signature: _____

Manager's Name: _____

Employee's Signature: _____

Employee's Name: _____

Date: _____