



Role Profile

Expert Technical Support Surveyor (Scottish Building Standards Hub)

Reference No:	A5245		
Service:	Protective Services		
Job Family:	Protective Services	Grade:	FC9

Purpose

To support and assist the SBSH Directors in ensuring the effective organisation and delivery of the range building standards system services and activities delivered nationally to all building standards teams and wider industry stakeholders.

This includes statutory and non-statutory functional areas, technical, professional, and operational standards to achieve the requirements of the team and SBSH as a whole.

To develop and implement new initiatives within the service, ensuring liaison and collaboration across and between SBSH business unit areas as appropriate, which will consistently deliver high quality customer focused services.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
People Supervision: Ensure the maintenance of appropriate standards of conduct and performance, initiating formal disciplinary measures if required in liaison with the SBSH Directors.	Considerable post qualification experience in a Building Standards & Public Safety context with moderate experience in a higher level post.	✓	

E = Essential Criteria D = Desirable Criteria

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	Track record as effective supervisor.		✓
Apply people management skills e.g. staff motivation, team building, conflict resolution.	Ability to lead, motivate, develop and support team members to perform to the highest possible standards.	✓	
Maintain an overview of the Team's activities in order to meet agreed SBSH targets by the allocation of staff/resources to meet competing priorities. Allocate and schedule work on an ongoing basis. Advise the SBSH Directors of relevant issues.	Ability to prioritise, meet deadlines and respond positively when under pressure.	✓	
Contribute to, support, and oversee the satisfactory completion of the workload, including participating in, and contributing to the achievement of the SBSH strategic and operational plans.	Ability to provide team with professional and leadership support.	✓	
Carry out processes to SBSH service standards within the employee development and recruitment framework in line with the corporate process e.g., provide support or on-the-job coaching and contribution management.	Ability to demonstrate knowledge and understanding of corporate employee support and development policies and procedures.	✓	
Ensure new and existing staff are trained to undertake duties within the Team. Undertake training needs analysis in line with SBSH service delivery requirements. Appraise the SBSH Directors of any training requirements.			
Performance Management:			
Assist in the investigation of complaints where required, review the nature of the complaints in line with the corporate and service Complaints Procedure and standards.	Considerable post qualification experience in a Building Standards & Safety (Building Control) context with moderate experience in a higher level post.	✓	
Review <i>relevant</i> practices and procedures to promote improvements to SBSH service delivery and customer/stakeholder satisfaction by more effective use and deployment of resources within the team to contribute to the wider SBSH strategic and operational goals.	Knowledge and understanding of political awareness and sensitivity within context of Local Authority and the need for political neutrality through the operation and services provided by the SBSH.	✓	
Ensure all work is carried out in line with and assist in developing quality assurance and best practice procedures.			
Financial Management:			

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Assist with the operation and control of the budget in liaison with the SBSH Directors. Provide information to the SBSH Directors for the preparation of budgetary estimates, spending profiles and plans.	Understanding and appreciation of objectives and constraints within an organisations business plan, operational activity and budget availability set against goals.	✓	
Apply appropriate audit, control, and collection procedures to monitor expenditure.			
Ensure budget information is available timeously for inclusion in the SBSH budget monitoring and setting process.	An understanding of Best Value and Customer oriented working practices.	✓	
Authorise payments to consultants and suppliers as required.			
Ensure income is in line with SBSH and service activity budgets.			
Operational Management:			
To ensure that all established routine (day to day) processes, policies and protocols (technical, team, H&S, workload and customer services) are followed to support the provision of all SBSH services and activities.	Educated to Degree level in a relevant subject.	✓	
To prepare strategies and project plans as necessary to prepare the SBSH, particularly within the Technical and Procedural Unit (TPU), for future changes in strategy and objectives brought about by or sanctioned by the 'Advisory Board', including development/adjustment of policies, procedures, protocols, and development of suitable monitoring.	Considerable post qualification experience in a Building Standards & Public Safety.	✓	
To be a focus for all technical policy and related matters, taking a specific lead on building design and construction in matters relating to the posts specialism. (Verification and non-verification building standards functions, operational partnership working and stakeholder engagement) within the SBSH, supporting the SBSH Directors and the Learning and Development Manager.			
Develop processes and procedures to drive consistency of SBSH services and activities. In collaboration with Local Authority Building Standards Scotland (LABSS) and all 32 Scottish local authorities through the Consortia Technical Working Group (CTWG) develop			

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national guidance on technical, regulatory and procedural matters regarding the way the building standards system is delivered throughout Scotland.			
Cover for either SBSH Director or the Learning and Development Manager as directed by the SBSH Director during holidays/illness effectively acting up in that role as required.	Track record as effective supervisor.		✓
To monitor various relevant media outlets to provide early guidance on any future/new legislative, technical, or procedural matters, research and identify potential impact/improvement in the effectiveness of services delivered through the SBSH improving the building standards system and delivery model.	Creative thinker.	✓	
To identify SBSH staff training requirements and plan suitable CPD activities relating to current and proposed technical issues.	Excellent communication skills, both oral and written.	✓	
Lead for all postholder specialism related technical consultations with LABSSCTWG, BSD, SEPA, SFRS, and other relevant bodies/stakeholders, on services delivered through the TPU, researching and making recommendations to the SBSH Directors.	Ability to work as a team member.	✓	
As directed by the SBSH Directors, represent the SBSH TPU at such forums as LABSS CTWG, BSD Technical Liaison, etc to collect customer and stakeholder concerns regarding consistency of application of SBSH services or technical/procedural guidance.	Persuade and influence effectively.	✓	
Collate, update/develop and maintain all SBSH technical, procedural, and health & safety protocols, and ensure associated systems are in place to support services and activity.			
Collate, manage, and provide guidance on alternative approaches to design in line with SBSH protocols to ensure consistency, including relevant consultations considering relationship with LABSS CTWG, LAs and BSD Technical Unit.			
Assist SBSH Directors and Learning and Development Manager in all other SBSH BU activity areas where there is technical involvement. I.e.: learning, training, publications, media communications, etc.			

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To lead on appropriate joint initiatives within the SBSH and also with external stakeholders/partners as determined by the SBSH Directors in relation to agreed areas of joint working and collaboration.	Excellent negotiation/ interpersonal skills with a range of audiences.	✓	
Represent the SBSH on external working groups, and at internal SBSH cross-business unit projects and activities as required.	Excellent communication skills, both oral and written.	✓	
Provide support for all SBSH building standards services and activities, including at various meetings and stakeholder sessions/engagements as directed by the SBSH Directors.			
Deputise for the SBSH Directors as required e.g. report writing, letter writing, meeting attendance, mail handling.			
Work with colleagues from within or outwith the SBSH to help achieve the organisations strategic and operational goals in the support of all Scottish local authority building standards services and wider industry stakeholders, including liaison/collaboration with the Scottish Government Building Standards Division on post specialism related matters.			
Dealing with STAS submissions, information paper content, dispute resolution cases, and specialism related technical advice, and local authority peer review on specialism related matters, as determined by the SBSH Directors.			
Allocate and supervise the work of staff within priorities and context as set by the SBSH Service Directors, to achieve and maintain targets both on a day-to-day basis, and on specific operational projects.	Ability to provide team with professional and leadership support.	✓	
Deliver a customer-focused approach to service provision, consistent with the Council's corporate and SBSH service objectives/policies.	Able to provide regular and effective service.	✓	
Full professional membership must be maintained for the duration of this post.	The ability to travel effectively throughout Scotland to maintain service delivery.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.	Membership of appropriate professional body.	✓	

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Expert Technical Support Surveyor (Environment and Energy)			
Be the SBSH lead specialist in relation to matters connected with the environment and energy resulting from building design and construction. Represent the SBSH in support of local authorities at national forums, expert panels and working groups as a subject matter expert, and where appropriate support verifiers by providing a peer review of building designs in relation to standards for energy and the environment.	Considerable experience in the application of assessing building design and construction projects in relation to the environment and energy against the Technical Handbooks as well as associated referenced documents. This includes, but is not limited to contaminated land issues, sustainable urban drainage systems, wastewater treatment facilities, flooding, energy conservation and sustainability.	✓	
Expert Technical Support Surveyor (Fire)			
Be the SBSH lead specialist in relation to the fire safety design of buildings, particularly relating to solutions that are alternative to published guidance. Represent the SBSH in support of local authority verifiers on the national fire expert hub (FireHub) which is responsible for considering matters of national interest, complex fire safety designs, and where appropriate support verifiers by providing a peer review of building designs in relation to fire.	Extensive experience of the fire safety design of complex and/or high-risk buildings including ensuring compliance against the Technical Handbooks also including solutions considered alternative to guidance.	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

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