



Role Profile

Learning and Development Officer (Scottish Building Standards Hub)

Reference No:	A5202		
Service:	Protective Services		
Job Family:	Protective Services	Grade:	FC7

Purpose

Forming part of the Scottish Building Standards Hub (SBSH) and in partnership with a range of internal and external stakeholders to create, source and deliver approaches to developing people and capabilities and specifically to support the Learning and Development Manager in the development of the Learning and Development Unit within the SBSH, together with the range of material, services, and activities it delivers.

Contribute to the wider corporate and inter agency change and development agendas through supporting the strategic plan on digital skills, capabilities, and digital learning.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Planning, researching, designing and delivering training, learning programmes and eLearning packages to meet the operational and skills development needs of local authority building standards services as delivered through the SBSH.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Educated to SCQF level 8 in a building standards or other related construction based relevant field.

Relevant experience of training/mentoring others in building standards or other construction field.

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	Knowledge of learning styles including eLearning (see specific e-learning demands under 'tasks') and blended learning objects using PowerPoint, software packages and online media. Experience of designing training using building standards relevant legislation, policies, procedures, evidence and theories.	✓	✓
Contributing to, and supporting the development and operation of the Learning and Development Unit within the SBSH. Work with the SBSH Directors and Learning and Development Manager to deliver outcomes against the SBSH business and action plans in the development and dissemination of training material to local authority building standards practitioners and other industry stakeholders, as well as contributing towards other related national workstreams and, initiatives. Development of training within the SBSH, includes development of high-quality digitised training material and courses supported on the SBSH on-line digitised learning management system (LMS).	Knowledge of policy and legislation in relation to the verification and non-verification functions of local authority building standards services. Professional membership.	✓	✓
Ensuring consistency of training across all 32 Scottish local authorities, and of that delivered to external industry stakeholders, provided and co-ordinated through the SBSH.	Experience of preparing information for dissemination and delivering high quality reports to a range of stakeholders. Time management skills and priority identification to deliver work to tight deadlines. Experience of delivering results through a matrix management arrangement.	✓ ✓	✓
Ensuring all training developed and delivered reflects the established need in the hierarchy of identified priorities and that, as required, it meets related strategies, accreditations, and legislative requirements.	Negotiating and influencing skills.	✓	
Implementing and reviewing appropriate systems and methods for	Experience of developing learning needs analysis.	✓	

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training needs analysis, including identification of Best Value recommendations. In this context within the SBSH this includes analysis of skills gaps identified from a national digitised competency assessment scheme.			
Working with LABSS, all Scottish Local Authorities, The Scottish Government Building Standards Division, education providers, professional and trade representative bodies, research establishments and other key industry stakeholders to develop and embed robust training and learning opportunities that will support the drive for consistency and investment in skills within the building standards delivery model. Promoting appropriate levels of competency, keep accurate training delivery records, dealing with enquiries and increase the understanding of the wide range of learning and development opportunity and activity delivered through the SBSH and Learning and Development Unit.	Up-to-date Continuous Professional Development record and understanding of all legislation, initiatives, issues, and directives impacting on all building standards services nationally and how they are delivered by local authorities.	✓	
Supporting the Learning and Development Manager, represent the SBSH and the Learning and Development Unit at national meetings, workshops, engagement sessions, etc. where required.	Experience of supporting and advising internal and external stakeholders. Experience of analysing complex information from a range of sources and make appropriate recommendations to working groups.		✓
Disseminating information widely to local authority building standards practitioners, relevant industry partners and stakeholders, and the wider public using a range of media.	Knowledge and experience of the training cycle, learning styles and relevant competency frameworks. Engagement skills.	✓	✓
Preparing and presenting reports for the SBSH and other relevant industry partners and stakeholders.	Motivational and leadership skills. Experience of providing a regular and effective data management service to stakeholders.	✓	✓

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Supporting and co-ordinating industry partner and stakeholder initiatives.	Experience of negotiating with a range of providers to deliver on the strategic and operational aims of the SBSH through the Learning and Development Unit.	✓	
Supporting the Learning and Development Manager in the monitoring and evaluation of the range of learning and development activities delivered by the SBSH, including identifying priorities from skills gap analysis.	Experience of creating and maintaining effective internal and external networks.	✓	
Maintaining and reviewing effectiveness of systems to collect data, ensuring relevant data is collected and disseminated to senior managers for their reporting. In the context of the SBSH, this relates to performance management data as per the strategic business plan to inform the Advisory Board, and national skills gap and attainment data retrieved from a digitised competency assessment system.	Experience of participating and contributing to the work of working groups and project groups. Communication skills. Knowledge of key building standards system and delivery model partners and stakeholders	✓ ✓	✓
Work with partners and stakeholders to promote the training, learning and development material, services, and activities available through the SBSH.	Knowledge of learning paths available to prospective building standards recruits. Knowledge and understanding of issues surrounding recruitment, training, competence, and loss of experience within the building standards service. Experience of developing and delivering training to others.	✓ ✓ ✓	
Undertaking personal development and training as and when required by Fife Council and the SBSH.	Awareness of Fife Council functions. Professional development.	✓ ✓	
The SBSH directors reserves the right to allocate other duties of equivalent grade and status as determined by the workload of the SBSH			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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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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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:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

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