



Role Profile

ASSISTANT BUILDING STANDARDS SURVEYOR			
Reference No.	KK1056	Type	Individual
Service	Protective Services		
Job Family		Grade	FC6

Purpose
To process and vet appropriate Building Standards applications in line with agreed risk protocols also licensing consultations and grant applications as required as part of the Public Safety Team, Operational Support team or Private Housing Standards team. To support all associated enforcement activity and partnership working as directed by Service Manager or Lead Officer. To support the collation and verification of development based statistical information. To assist Inspectors, Building Standards Surveyors and other team members as appropriate through the provision of advanced technical support in the case of large/complex applications or for example enforcement activities and by undertaking routine professional duties or project or developmental work which assists the portfolio in the continuous delivery of professional, high quality and customer focused services.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Assisting in and be part of the Building Standards (Approval and Compliance teams) or Public Safety team or Operational Support team or Private Housing Standards team as directed assisting the associated Lead Officer in discharging the responsibilities of that post.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Appreciation of tasks undertaken within a Building Standards & Public Safety environment.	✓	
Experience working in a Building Standards environment and exercising a range of building standards and safety duties, including policy and process development.	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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
	Educated to SCQF level 7, which includes HNC or SQA Level 3 or equivalent HND (e.g. Building / Housing / Construction) Practical experience of implementing technical procedures	✓ ✓	
Assisting in and be part of a Private Housing Standards or Building Standards Compliance and Public Safety Team or Operational Support Team as directed- assisting the associated Lead Officer in discharging the responsibilities of that post.	Appreciation of tasks undertaken within a Building Standards & Public Safety environment. Experience working in a Building Standards environment and exercising a range of building standards and safety duties, including policy and process development	✓ ✓	
Processing allocated Building Standards applications (e.g. small/domestic building warrants, licensing consultations and grant application) in line with Service protocols/procedures.	Knowledge and understanding of Scottish Building Standards and Safety legislation theory, regulations and service delivery standards	✓	
Undertaking limited as directed on-site inspection services and measurements or technical calculations/checks in accordance with statutory or national agency standards/requirements and in line with the internal Service protocols/procedures.	Ability to read and interpret architectural plans.	✓	
Working with the BS&PS Private Housing Standards team or with other services to inspect buildings in disrepair (including those of	Knowledge of Private Housing Grants and licensing legislation.		✓

E = Essential Criteria D = Desirable Criteria

Role Profile

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
traditional/historic construction) or Below Tolerable Standard. Liaise, negotiate and advise owners to facilitate the resolution of defects etc.			
Ensuring all paperwork and computer information is accurate and up-to-date for applications and other areas of work.	Good organisational skills	✓	
Maintaining a detailed understanding of all Building Standards and Health and Safety legislation together with an awareness/understanding of other legislation and civil law that affects Building Standards and Public Safety.	Health & Safety awareness	✓	
Assisting in the processing of complex/major Building Standards applications.	Ability to meet deadlines and organise workload Ability to deal effectively with colleagues at all levels	✓ ✓	
Consulting with internal and external agents/stakeholders as appropriate.	Experience of dealing with customers face to face and by phone/e-mail/letter	✓	
Using various IT systems, including Uniform, Microsoft office, and Outlook, to effectively carry out the duties of the post.	Experience of computerised management information system e.g. Uniform		✓
Dealing with enquiries (telephone/email/counter) from all categories of enquirers relating to all aspects of the application processes, e.g. explaining an application, details from an application, technical or professional advice, etc.	Positive attitude to customer care	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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
Dealing with general enquiries relating to building warrant, licensing, grant application or housing assistance processes, e.g. advising over the need to apply for permission, etc.	High and consistent standards of quality and accuracy	✓	
Assisting senior staff in the provision of information/advice on more complex enquiries, i.e. technical support to a professional member of staff in terms of the collation of technical information.			
Manage effective stakeholder relationships in line with Building Standards protocols and the Service's Customer Commitment.	Ability to deal effectively with colleagues at all levels	✓	
Resolve conflict with and between stakeholders e.g. agents, architects, applicants, contractors, etc. Negotiate with agents, Architects applicants, etc. on matters such as timescale, cost, appropriateness of design/construction methods/practices, within clear limits of responsibility and in line with legislation and Service procedures. Maintain an understanding of the wider issues that affect construction businesses and their clients.	Dealing with sensitive issues on a private and confidential basis	✓	
Investigating enforcement action, including unauthorised work and dangerous buildings, and prepare paperwork as directed by Lead Officer or Service Manager.	Confident in dealings with others, including members of the public.	✓	
Assisting in the inspection and processing of complex/major Building Standards applications as part of a project team as directed by the Service Manager/Lead Officer.	Excellent communication skills Confident in dealings with others, including members of the public	✓ ✓ ✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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
	The ability to travel effectively throughout Fife to maintain service delivery.		
Maintaining up- to date knowledge and understanding of traditional, current and developing construction methods/building defect remedies and practices Maintain an understanding of the wider issues that affect construction businesses and their clients.	Able to provide regular and effective service	✓	
Resolving problems through critical analysis/thinking, planning and organising work, reviewing and evaluating options/progress and assessing/managing risk.	High and consistent standards of quality and accuracy	✓	
Undertaking personal development and training as and when required by Fife Council.	Awareness of Fife Council functions		✓
The Head of Protective Services reserves the right to allocate other duties of equivalent grade and status as determined by the workload of the Service and to move staff permanently and temporarily to a different office location.			
The postholder will be required, on a regular basis, to mentor and provide advice and guidance to Technicians & Building Standards Apprentices.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

E = Essential Criteria D = Desirable Criteria

Role Profile

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
Job Title (Specialists Tasks)			

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>