



# Role Profile

## Building Standards Surveyor

Reference No.	A122	Type	Individual
Service	Protective Services		
Job Family	Professional 2	Grade	FC8

### Purpose

To process, vet and inspect Building Standards applications in line with agreed risk protocols and also to process and inspect licensing consultations, buildings in disrepair, below tolerable standard 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/Lead Officer.

**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, Compliance and Public Safety team, 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.

✓

Substantial Building Standards and Public Safety verification service experience (approval and compliance/ inspection).

✓

Educated to SCQF level 9, which includes Degree or SVQ Level 4, Graduate Certificate or Graduate Diploma

✓

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	in a construction related subject (e.g. Building / Housing / Construction)  Practical experience of implementing technical procedures.	✓	
Determining Building Warrants: Building Standards Surveyors work includes the highest risk application types. To assist and guide applicants and their professional agents in making competent building warrant applications and to subsequently carry out technical assessment of architectural/engineering plans and details lodged with the building warrant application. Assessment is gauged against the non-prescriptive Technical Handbooks to achieve compliance with building regulations.	Experience working in a Building Standards environment and exercising a range of building standards and safety duties, including policy and process development.  Professional membership	✓	✓
Carrying out technical assessment of complex building warrant applications including where appropriate the evaluation of design strategies relating to fire safety and emergency evacuation, structural fabric checks, sustainability measures, building energy performance (including carbon footprint assessment) and accessibility/facilities for people with disabilities. In carrying out the assessment, reference and evaluation/judgements to be made to related British Standards, Eurocodes, manufacturers information, tests and supporting information.	Knowledge and understanding of Scottish Building Standards and Public Safety legislation theory, regulations and service delivery standards.  Ability to read and interpret architectural plans.	✓  ✓	
Determining approval or refusal of building warrant applications (including negotiation and professional advice required to take an application to the determination stage). Process includes liaison with external/internal consultees (e.g. SFRS, Scottish Building Standards Division or similar).	Knowledge and awareness of Local Government procedures.  Practical experience of implementing technical procedures.	✓  ✓	✓

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Managing the customer and building warrant application process in line with agreed statutory requirements and KPI's and application to be subsequently approved or refused (delegated Inspector decision as per Enterprise, Planning & Protective Services Empowerment Manual).	Good organisational skills.	✓	
Undertaking detailed on-site inspection services (including any measurements or technical calculations/checks in accordance with statutory or national agency standards/requirements) relating to Building Warrants, Grants, Licensing or Housing Assistance applications in line with internal Service protocols/procedures.	Experience in Property maintenance, repairs and maintenance.  The ability to travel effectively throughout Fife to maintain service delivery.	✓	✓
Maintaining accurate and detailed records of all site inspections and ensure all paperwork and computer information is accurate and up-to-date for applications and other areas of work.	Ability to work well on own initiative.	✓	
Engage with applicants, agents and other professionals during the construction phase to help achieve national drive for enhanced compliance with building standards and to ensure customer service standards are met.	Handling conflict/negotiation skills.  Confident in dealings with others, including members of the public.	✓	✓
Making decisions on acceptance or refusal of Completion Certificate submissions following site inspections and compliance checks in line with the Enterprise, Planning & Protective Services Empowerment Manual.	Ability to meet deadlines and organise workload	✓	

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Carrying out Licensing consultations (liquor, public entertainments, circus, marriage, safety at sports grounds): Provide customer support and advice. Appraise consultations/applications against protocols and guides, inspect premises, advise and negotiate with applicants/building owners at application stage and on site to achieve satisfactory premises. Report contraventions and make recommendations to the licensing authorities and provide feedback/attendance at the Licensing Board as required.	Knowledge of licensing legislation.	✓	
Working with the BS&PS Private Housing Standards team or with other Services to inspect buildings in disrepair (including those of traditional/historic construction) or below tolerable standard. Liaise, negotiate and advise owners to facilitate the resolution of defects etc. Process housing grant applications and housing related statutory notices statutory notices.	Knowledge of Private Housing Grants' and Housing Assistance processes and procedures.	✓	
Investigate and support various Building Standards and Public Safety enforcement actions, including unauthorised building work and dangerous buildings emergencies, and prepare reports/paperwork as directed by Service Manager/Lead Officer.	Negotiating with developers and agents.	✓	
Leading on the inspection and processing of complex/major Building Standards applications as part of a project team as directed by the Service Manager/Lead Officer.	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.	Positive attitude to customer care	✓	

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Use 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.		✓
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 Safety.	Health & Safety awareness.	✓	
Dealing with enquiries (telephone/email/counter) from all categories of enquirers relating to all aspects of the various application/ consultation processes, e.g. explaining an application, details from an application, technical or professional advice, etc.	Positive attitude to customer care.	✓	
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, process etc.	Dealing with sensitive issues on a private and confidential basis.	✓	
Assisting in the provision of advice on complex enquiries, i.e. technical support to Lead Officer in terms of the collation of technical information.	Ability to meet deadlines and organise workload  Ability to deal effectively with colleagues at all levels	✓ ✓	
Manage effective stakeholder relationships in line with Building Standards protocols and the Service's Customer Commitment.		✓	
Resolving 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	Ability to work as part of a team or individually.  Experience of dealing with customers face to face and by phone/e-mail/letter.	✓ ✓	

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procedures. Maintain an understanding of the wider issues that affect construction businesses and their clients.			
Undertaking personal development and training as and when required by Fife Council.	Awareness of Fife Council functions.		✓
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.	Rational/methodical approach to problem solving.	✓	
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.		✓	
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:

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<b>Job Title (Specialists Tasks)</b>			

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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:

- 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.