



Role Profile

Lead Technical Support Surveyor (Scottish Building Standards Hub)			
Reference No:	A5789		
Service:	Protective Services		
Job Family:	Protective Services	Grade:	FC9

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 supporting local authority building standards teams, wider stakeholders, and the building standards delivery model, specifically to develop Technical and Operational Services 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 holding the strategic lead on the provision of general and specialist technical advice, and peer review on matters relating to energy, environmental and fire safety design.

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
Developing strategies, supporting systems, policies, procedures, and processes consistent with legislative requirements and needs of the	Educated to SCQF level 9 which includes a degree or equivalent.	✓	

E = Essential Criteria D = Desirable Criteria

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organisation and support their consistent application across partner councils. Through the development and operation of the Scottish Type Approval Scheme (STAS) and Technical Services within the SBSH, work with the SBSH Directors to report and make recommendations to the SBSH Advisory Board on the viability, remit, scope, timeline and outcomes for any identified future opportunities and enhancements to Technical Services and STAS.	Full Membership of a relevant professional institute e.g. RICS, CIOB or CABE. Ability to demonstrate a high level of competency in use of IT skills. Ability to undertake research.	✓ ✓ ✓	
Developing and cultivating relationships with relevant stakeholders within Councils including partner agencies and external providers in order to identify requirements, synergies, potential efficiencies, and solutions. Working with the SBSH Directors, develop strengthened regional building standards partnering relationships between local authority building standards teams and the SBSH. Ensure by effective communications and engagement the work of Technical and Operational Services, and STAS within the SBSH is fully promoted, supported, directed, appreciated, and understood by all stakeholders.	Consultancy, facilitation and influencing skills. Organisational awareness and political acumen. Ability to demonstrate emotional intelligence in the development of relationships and dealings with colleagues, customers and partners. Consistently model positive behaviours in dealings with others. Ability to engage with senior managers.	✓ ✓ ✓ ✓ ✓	
Providing expert advice and guidance. Researching, leading, recommending and implementing organisational development and performance improvement strategies and approaches to support the implementation of Technical Services change initiatives and SBSH service plans based on the available evidence base and specific context. Advising on options, solutions and associated resourcing/policy implications. Planning, anticipating and identifying customer, directorate and corporate learning and development, organisational development and	Ability to think and act strategically and experience of translating strategy into deliverable plans and outcomes. Experience of supporting organisational change and service improvement. Applied knowledge and understanding of relevant legislation and theories/models and interventions that apply within a building standards technical, legislative	✓ ✓ ✓	

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performance improvement requirements and priorities in relation to change, advice or guidance brought about through Technical Services delivered outcomes. Ensuring the dissemination or direct delivery of Technical and Operational Service outcomes, organisational development and performance improvement interventions are undertaken by the most efficient means by which these might be addressed: • Through the Consortia Technical Working Group (CTWG) • SBSH News Articles • Other forums or stakeholder events • Direct communications Managing and ensuring that all work carried out by allocated team members is completed in line with council policy, procedure and guidelines and meets required standards and relevant project timelines. Setting priorities and team work plans, delivering customer expectations. Managing team development and performance. Providing the team with professional leadership, direction and support. Develop and deliver SBSH STAS, Technical and Operational Services, facilities, activities and local authority support services using robust governance and reporting methods to ensure that it is delivered in line with the SBSH strategic plan. Lead and manage SBSH Technical and Operational Services and STAS with support from the SBSH Directors. Coordinate Building Standards System Service delivery outcomes and improvements in Technical and Operational Services generated by feedback from local authorities, the Consortia Technical Working Group (CTWG) and wider industry stakeholders and support the provision and enhancement of	and procedural, as well as an organisational development context. Ability to analyse complex issues and determine creative and practical solutions. Ability to reconcile competing priorities and deal with ambiguity and complexity. Experience of collaborative working and developing and maintaining effective and positive working relationships. Significant professional post qualification experience including experience in a senior role, leading/managing, organising, and delivering the full range of Building Standards functions. Ability to respond to customer needs aligned with strong organisational and business awareness and provide constructive challenge where appropriate. Ability to lead and work autonomously on a range of concurrent, complex issues and conflicting priorities. Ability to provide an efficient and effective service. Substantial experience of delivering learning and development and organisational development projects to specification within defined deadlines.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

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all Technical Services as provided by and/or administered through the SBSH. Lead Technical and Operational Services development activity, proactively undertake collaborative stakeholder consultation to guide the administration and development of Technical Services; work closely with LABSS, local authorities and BSD staff to deliver same. Support other building standards Futures Board work stream, and subsequent initiatives as agreed by the SBSH Directors.	Ability to motivate and develop staff to deliver results and strategic outcomes within a challenging environment. Project and performance management skills.	✓ ✓	
Continue development of the Scottish Type Approval System and encourage application/certificate holder uptake with stakeholders: - Continually review certificate holder and verifier needs, looking at what works well now, what needs to improve, and any challenges to be overcome. - Engage with current and potential certificate holders to establish customer needs and encourage uptake in the national type approval system. - Engage with verifiers to ensure their knowledge of the system is current, as well as to highlight any significant peculiarities/conditions that may apply to any approvals. - Engage with verifiers to ensure the system continues to deliver real time and resource savings to their operations and seek feedback to establish areas of potential development and improvement. - Ensure that internal process are robust in that all technical assessments are accurate and in line with current standards and guidance, including internal peer review prior to certificate approval. - Continually review and update as necessary all STAS related guidance and information, either being customer or verifier specific.			

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• Liaise and engage with consultees and other external stakeholders as relevant to the particulars of any STAS application to seek their views, as applicable. I.e. The Scottish Fire and Rescue Service (SFRS), the Scottish Environmental Protection Agency (SEPA), etc.			
Continue development of Information Papers; general and expert technical advice; energy, environment and fire safety design peer review; hubs of expertise; and the Dispute Resolution Process: • Engage and liaise with verifiers and key stakeholders to identify areas where advice, expertise and guidance is required/necessary to clarify matters relating to the technical standards, relevant legislation, and procedure that are unclear. • Continually and regularly engage with key stakeholders to ensure advice, guidance and the suite of Building Standards System Services, managed and delivered by the SBSH is robust and meets customer needs. Key stakeholders including Local Authority Building Standards Scotland Consortia Technical Working Group (LABSS CTWG), Building Standards Division (BSD), Scottish Fire and Rescue Service (SFRS), Certifiers, research bodies, test establishments, etc. • Continually and regularly engage with key stakeholders that support decisions, advice and guidance emanating from SBSH Technical and Operational Services, such as professional institutions, particularly in relation to energy, environmental, fire safety and structural design, as well as BSD as the body setting national regulation. • Regularly engage and liaise with regional consortium groups, CTWG, BSD, and relevant consultees in the management and outcome dissemination process from the Dispute Resolution Process.			

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Ensure the SBSH continues to operate and deliver platforms, such as hubs of expertise, whereby matters of national importance may be discussed with wider professionals and stakeholders in order to support national decisions and outcomes.			
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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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
- Skills Framework (if applicable) How we work matters	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.

Version: 1.4

Issue date: October 2023

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