



# Role Profile

## Public Safety Inspector

Reference No.	A5382	Type	Individual
Service	Protective Services		
Job Family	Planning, Property and Assessors	Grade	FC7

### Purpose

Reporting to the Lead Professional (Public Safety).

To undertake comprehensive surveys of buildings in disrepair in line with agreed risk protocols. The postholder will have a key role in the planning and implementation of a programme of surveys which is aimed at establishing core information on the condition of properties. To support all associated enforcement activity and partnership working as directed by Lead Professional or Manager.

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

Carrying out property surveys to determine the condition of buildings relating to the Building (Scotland) Act 2003.

Investigating and supporting various Building Standards and Public Safety enforcement actions, including unauthorised building work and dangerous buildings emergencies, and prepare reports/paperwork as directed by Manager/Lead Professional.

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

Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent experience in Building Surveying or a related construction discipline is essential as is a commitment to a continuous personal development in the role.

E	D
✓	

E = Essential Criteria    D = Desirable Criteria

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Maintaining an awareness of current legislation appropriate to role.	Knowledge and understanding of Scottish Building Standards and Safety legislation theory, regulations, and service delivery standard	✓	
	Ability to carry out building condition surveys including identifying and reporting matters requiring priority attention.	✓	
Developing and maintaining a working knowledge and awareness of health and safety issues, including fire, asbestos, legionella.	Knowledge of asbestos, legionella, fire safety/building compartmentalisation.		✓
	Knowledge of health & safety, risk assessment and CDM.		✓
Creating and maintaining case files to an appropriate standard by writing survey reports, collating correspondence, relevant legal advice, and photo evidence required for potential legal action.	Numeracy skills, including the ability to take measurements and calculate areas and clearly and concisely describe the property or site.	✓	
Supporting a rolling programme of Surveys for buildings in disrepair.  Scheduling surveys to make best use of time and travel.	Ability to schedule workload, prioritise, adapt to changes in priorities, and to meet deadlines.	✓	
Assisting in ensuring that the property information held in the database as maintained is current. Carrying out property title searches and liaising with Legal Services to determine ownership of premises.			
Carrying out a risk-based assessment to assess urgency/need, identify works which should be considered as a priority.			
Prepare and present reports required by the Lead Professional or Manager.	Ability to produce clear, concise, and accurate documentation and reports.	✓	

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Analysing survey information to support the formulation of prioritised planned maintenance programmes.			
Providing support and guidance to all colleagues on a cross-service basis relating to property condition information	Ability to communicate verbally and engage in a professional manner with a range of stakeholders, both internal and external.	✓	
Attending appropriate working groups as directed by the Lead Professional	Ability to work effectively as part of a team as well as work on own initiative.	✓	
	Ability to manage your peaks in workload, deadlines and priorities, with minimum of supervision.	✓	
Playing a key role in the development and maintenance of information contained within the document management system.	IT skills – including MS Office, SharePoint, TF Cloud.		✓
	Ability to travel to various locations across Fife.	✓	
Assisting Lead Professionals to report condition of buildings and compliance with current building regulations.	Knowledge of data protection principles.		✓
Allocating work and supervising Assistant Building Standards Surveyor and Modern Apprentice  Undertaking detailed on-site inspection services (including any measurements or technical calculations/checks in accordance with statutory or national agency standards/requirements).	Ability to read and interpret architectural plans		✓
Maintaining accurate and detailed records of all site inspections and ensure all paperwork and computer information is accurate and up to date.	Ability to work effectively as part of a team as well as work on own initiative.	✓	

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	Dealing with sensitive issues on a private and confidential basis.	✓	
Check validity of contractors and associated financial estimates in relation to any necessary emergency work requirements to buildings in disrepair.	Excellent communication skills	✓	
	Confident in dealings with others, including members of the public.	✓	
Consulting with internal and external agents/stakeholders as appropriate	Positive attitude to customer care.	✓	
Using various IT systems, including Uniform, Microsoft office, Microsoft teams to effectively carry out the duties of the post.	Experience of computerised management information system e.g. Uniform		✓
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.	Awareness of Fife Council functions	✓	
Undertaking personal development and training as and when required by Fife Council.			
The Head of Service 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.			

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<b>Job Title (Specialists Tasks)</b>			
<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>			
<b>Before confirming appointment:</b> 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.			
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>		
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<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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