



Role Profile

BUILDING STANDARDS INSPECTOR

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|---------------|---------------------|-------|------------|
| Reference No. | A4330 | Type | Individual |
| Service | Protective Services | | |
| Job Family | Para Professional 5 | Grade | FC7 |

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 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 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

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

✓

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| | Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent HND (e.g. Building / Housing / Construction) Practical experience of implementing technical procedures | ✓ ✓ | |
| 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. | Knowledge and understanding of Scottish Building Standards and Safety legislation theory, regulations and service delivery standards | ✓ | |
| Carrying out the technical assessment of 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 Safety legislation theory, regulations and service delivery standards | ✓ | |
| 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. Fire Authority, Scottish Building Standards Division or similar). | Experience of dealing with customers face to face and by phone/e-mail/letter | ✓ | |
| Managing the customer and building warrant application process in line with agreed statutory requirements and KPI's and application to be | Good organisational skills | ✓ | |

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| subsequently approved or refused (delegated Inspector decision as per Enterprise, Planning & Protective Services Empowerment Manual). | | | |
| 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 | 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 for applications and other areas of Building Standards and Private Housing Standards work. | Ability to work well on own initiative | ✓ | |
| Engaging 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 | | ✓ | |
| Processing Private Sector Housing Grant applications and any associated statutory notices and/or building warrants: to work with other Council Services and external partners. To provide pre-application customer advice and assistance. To subsequently receive and validate all grant applications, check proposals meet approved | High and consistent standards of quality and accuracy | ✓ | |

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| Council policy and technical requirements. Check validity of contractors and associated financial estimates. Carry out pre-approval inspections to confirm condition of building including building surveys to identify any other defects/necessary additional works. Subsequently refuse or approve grant and level of financial assistance. Inspect interim/completed works and recommend payments as appropriate. | | | |
| 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 | Excellent communication skills Confident in dealings with others, including members of the public | ✓ ✓ | |
| 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. | Knowledge of Private Housing Grants and licensing legislation | | ✓ |
| 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 Service Manager/Lead Officer. | Dealing with sensitive issues on a private and confidential basis | ✓ | |
| 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. | Ability to meet deadlines and organise workload Ability to deal effectively with colleagues at all levels | ✓ ✓ | |

E = Essential Criteria D = Desirable Criteria

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| 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 a detailed understanding of all Building Standards and Health and Safety legislation and Private Housing Standards legislation together with an awareness/understanding of other legislation and civil law that affects Building/Private Housing 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 | | ✓ | |
| 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 | ✓ | |
| Managing effective stakeholder relationships in line with Building Standards protocols and the Service's Customer Commitment. | Ability to deal effectively with colleagues at all levels | ✓ | |
| Resolving conflict with and between stakeholder's e.g. agents, architects, applicants, contractor etc. Negotiate with agents, architects applicants etc. in matters such as timescale, cost appropriateness of | Ability to work as part of a team or individually | ✓ | ✓ |

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| design/construction/ methods/practices, within clear limits of responsibility and in line with legislation and Service procedures. | | | |
| 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. | | ✓ | |
| 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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| Job Title (Specialists Tasks) | | | |
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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.