



Role Profile

Building Standards Hub Director

Reference No.	A4820	Type	Individual
Service	Protective Services		
Job Family	Executive/ Senior Manager	Grade	FC12

Purpose

To develop, plan, manage and provide the required strategic and technically focussed leadership to the work of the national Building Standards Hub (BSH), hosted within Fife Council.

To ensure that the intent, direction, and performance of the BSH meets its strategic goals and monitor, quality check, audit, and report on the same to confirm all aspects of the BSH delivery is a consistent, high quality building standards services meeting the national need of verifiers and industry stakeholders.

To liaise, collaborate and work closely with the Local Authority Building Standards Scotland (LABSS), the Scottish Governments Building Standards Division (BSD), all 32 local authority building standards services, key stakeholders, and wider industry to support and deliver on this nationally significant, high profile and centrally funded centre of resilience and expertise for Building Standards, supporting the work of over 500 local authority staff delivering the Building Standards service in Scotland.

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
Lead, co-ordinate and manage the Building Standards Hub team (currently 10.5 FTE) to deliver its vision ' to support transformation and quality in building standards services across Scotland ' to achieve its high-level objectives of: Supporting increased consistency nationally in building standards services. Supporting increased capacity within building standards services. Supporting provision of resilience to verifiers. Supporting the drive for efficiencies. Supporting investment in skills and new technology.	Educated to Degree level or equivalent. (SCQF level 9) Corporate membership of an appropriate professional body. E.g., RICS or CABE. Experience in the research and development of a significant national project involving a wide range of stakeholders and disciplines.	✓ ✓	✓
Co-ordinate and oversee the delivery of key strengthened regional partnerships, including LABSS Consortia Technical Working Group (CTWG) and LABSS Digital Delivery Group (LABSS DDG).	Significant professional post qualification experience including experience in a senior role, leading, managing, organising, and delivering the full range of Building Standards functions.	✓	
Lead, manage, co-ordinate, develop, and inform outcomes from national hubs of expertise, comprising of key industry experts and organisations, to advise on matters of national interest and significant high-risk projects, including the fire engineering hub of experts, and the structural engineering hub of experts.	Have both an extensive strategic and practical understanding of the building standards system and a detailed working knowledge of the LABSS organisation and its activities.	✓	
Lead, manage, develop and co-ordinate the BSH's delivery, and strategic progression of key building standards system services, including the Scottish Type Approval Scheme (STAS), Information Papers and guidance, and the Dispute Resolution Scheme.	Leadership skills to deliver cross organisational work drawing on programme management and quality improvement methodologies.	✓	
Lead, manage, develop, co-ordinate and deliver the BSH's provision of technical and specialist technical advice to local authority building standards teams and wider industry stakeholder groups/forums, on all matters, but particularly in the areas of fire, energy, and the environment.	Politically aware with experience of working with and/or influencing Scottish Ministers, senior public sector leaders and/or industry and successfully managing such relationships.	✓	

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
Lead, manage, develop, co-ordinate and deliver the BSH's provision of support to digital transformation and related matters via the BSH Digital Hub.	Track record in improving policy and service delivery.	✓	
Lead, manage, develop and co-ordinate the BSH's training, learning and development programme, including management and delivery of a digitised learning management system (LMS), virtual learning environment (VLE) and competency assessment scheme (CAS). Engage and liaise with training and education providers, LABSS and the Building Standards Division to support national training initiatives for building standards staff.	Experience of managing a team with excellent all round people management and communication skills, with the ability to motivate others.	✓	
Using the BSH capabilities and expertise, provide informed technical and procedural positional advice on building standards emerging issues including responding to emerging issues of national importance.	Ability to innovate, develop, and implement unique solutions to progress BSH development.	✓	
Work closely with the BSD, LABSS and wider post Building Standards Futures Programme Board initiatives in providing strategic leadership to programmes of work.	Experience of collaborative working and engagement with partners and stakeholders, developing, and maintaining effective relationships.	✓	
Redefine and implement the BSH business plan, ensuring the BSH operating and performance framework, quality and audit procedures that support delivery of the strategic direction on the priority areas of the BSH will be met.	Analytical and report writing skills.	✓	
Work in collaboration with the BSH Advisory Board, Fife Council and the BSH Stakeholder Engagement Group in the advancement and strategic direction of the BSH. (Governance)	Ability to work effectively under pressure.	✓	
Set, agree, and monitor and the workload of the team.	Negotiation and influencing skills.	✓	
Carry out line management duties of the team in accordance with Fife Council corporate and HR policy.	Experience of managing a team.	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

		E	
Manage and reduce operational and strategic risks.	Experience of working in the national arena, developing, and maintaining effective relationships with stakeholders, partners, and other relevant organisations.	✓	
Undertake and manage responsibility for the BSH budget and report quarterly/annually to the Advisory Board. (Approx. £1,300,000.00 for 2024/25)	Previous experience managing service budgets.	✓	
Develop and implement the communications and promotion strategy for the BSH to ensure effective communications and engagement, and that the work of the BSH is fully promoted, supported, directed, appreciated, and understood by all stakeholders. This includes the development, management, and maintenance of the BSH specific website.	Experience of translating strategy into deliverable plans.	✓	
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:

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.

E = Essential Criteria D = Desirable Criteria

Role Profile

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.