



# Role Profile

<b>Technical Support Surveyor (Scottish Building Standards Hub)</b>			
Reference No:	A5179		
Service:	Protective Services		
Job Family:	Protective Services	Grade:	FC8

<b>Purpose</b>
Forming part of the Scottish Building Standards Hub (SBSH) and in partnership with a range of internal and external stakeholders to contribute towards and deliver its range of building standards system services and activities.
This will include, but is not limited to: <ul style="list-style-type: none"> <li>• Scottish Type Approval Scheme (STAS)</li> <li>• Information papers.</li> <li>• Dispute Resolution Process.</li> <li>• Technical/Procedural Enquiries.</li> </ul>

<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>
Assisting in and be part of the Scottish Building Standards Hub (SBSH) primarily as part of the Technical and Procedural Unit (TPU) and STAS Unit (SU), but also assisting with the Learning and Development Unit (LDU), Digital Transformation Unit (DTU), Operational Partnership Unit (OPU) and Business Unit (BU) - assisting the hub directors in the overall operation of the hub.	Appreciation of tasks undertaken within a Building Standards & Public Safety environment.  Substantial Building Standards and Public Safety verification service experience (approval and compliance/inspection).	✓  ✓	

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	Educated to SCQF level 9, which includes Degree or SVQ Level 4, Graduate Certificate or Graduate Diploma in a construction related subject (e.g., Building / Housing / Construction).  Practical experience of implementing technical procedures.	✓  ✓	
Determining national Scottish Type Approval Scheme (STAS) applications that support the Building Warrant process in all 32 Scottish local authorities: Technical Support Surveyors work includes the highest risk application types. To assist and guide applicants and their professional agents in making competent STAS applications and to subsequently carry out technical assessment of architectural/engineering plans and details lodged with the STAS 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.	✓	✓
Leading and carrying out technical assessment of complex STAS 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 when a STAS submission is competent and compliant with the functional mandatory standards and thus ready to be provided with a STAS Certificate (including negotiation and professional advice required to take an application to the determination stage). Process includes liaison with external/internal consultees (e.g., SFRS, Local Authority Building Standards Scotland Consortia Technical Working	Knowledge and awareness of Local Government procedures.  Practical experience of implementing technical procedures.	✓  ✓	

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Group (LABSS CTWG), Scottish Government's Building Standards Division or similar).			
Managing the customer and STAS application process in line with the SBSH agreed processes so the approved STAS submission meets statutory requirements.	Good organisational skills.	✓	
Undertake research and consult on matters of a technical, procedural or regulatory matter in relation to building standards and other associated legislation where there is an inconsistency or difference in approach as to how the matter is interpreted or applied. Use the findings to prepare national guidance to be published as an Information Paper.	Ability to work well on own initiative.	✓	
Undertake research and consult on matters where there is a dispute between a verifier and applicant/agent on the interpretation or application of a technical, procedural or regulatory matter to assist local authorities in their decision-making process. Undertake the administration and application of the national Dispute Resolution Process.	Handling conflict/negotiation skills.  Ability to deal effectively with colleagues at all levels.	✓  ✓	
Engage with verifiers, through the SBSH technical enquiry process to help achieve the national drive for enhanced compliance with building standards and to ensure customer service standards are met.	Confident in dealings with others, including members of the public.	✓	
Engage with industry stakeholders and other professionals in support of the services and activities delivered through the SBSH, including dealing with enquiries (telephone/email) from all categories of stakeholders relating to all aspects of SBSH work and processes, e.g. explaining an application, details from an application, technical or professional advice, etc.	The ability to travel effectively throughout Scotland to maintain service delivery.  Positive attitude to customer care.  Dealing with sensitive issues on a private and confidential basis.	✓  ✓  ✓	
Have an understanding and experience of detailed on-site inspection services to inform your decision-making processes in relation to the advice and guidance given (including any measurements or technical	Experience in construction techniques/methodologies.  Experience in property maintenance and repairs.	✓	✓

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calculations/checks in accordance with statutory or national agency standards/requirements) relating to technical enquiries, Information Papers, and the Dispute Resolution Process.			
Maintaining accurate and detailed records of all work activity and ensure all paperwork and computer information is accurate and up-to-date.	Ability to meet deadlines and organise workload.	✓	
Have an understanding and experience of licensing and safety at sports grounds legislation and practices to inform your decision-making processes in relation to the advice and/or guidance given to local authorities. This will predominately relate to safety at sports grounds, temporary raised structures, houses of multiple occupation, short term lets, but could include other forms of licensing with a building standards element.	Knowledge of licensing and safety at sports ground legislation.	✓	
Have an understanding and experience of various Building Standards and Public Safety enforcement actions, including unauthorised building work and dangerous buildings emergencies to inform your decision-making processes in relation to the advice and/or guidance given to local authorities.	Negotiating with developers and agents.	✓	
Have an understanding and experience of the inspection process relating to verification of compliance of complex/major building projects to inform your decision-making processes in relation to the advice and/or guidance given to local authorities.		✓	
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.	✓	
Manage effective stakeholder relationships in line with SBSH protocols and the Service's Customer Commitment			

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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 procedures. Maintain an understanding of the wider issues that affect construction businesses and their clients.	Ability to work as part of a team or individually.  Experience of dealing with customers face to face and by phone/e-mail/letter.	✓	
Undertaking personal development and training as and when required by Fife Council and the SBSH.	Awareness of Fife Council functions.  Professional development.	✓	
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 SBSH directors reserves the right to allocate other duties of equivalent grade and status as determined by the workload of the SBSH.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – 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:

- 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.

*Version: 1.4*

*Issue date: October 2023*