



Role Profile

Technical Support Surveyor (Learning and Development) (Scottish Building Standards Hub)			
Reference No:	A5565		
Service:	Protective Services		
Job Family:	Protective Services	Grade:	FC8

Purpose
<p>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 training, learning and development on a national scale to all local authority building standards staff.</p> <p>This will include research, authorship, development, and delivery on building standards related technical, procedural and regulatory matters in a wide variety of ways such as, but not limited to:</p> <ul style="list-style-type: none"> • Digitised learning and development programmes/modules on the SBSH learning experience platform (LXP). • In person training events and seminars. • On-line workshops. • Lectures and direct delivered training. • Support to LABSS ambassadors' network and other national workforce initiatives

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<p>Be part of the Scottish Building Standards Hub (SBSH) primarily within the Learning and Development Unit (LDU) working closely with the Learning and Development Manager, but also assisting with the Technical and Procedural Unit (TPU), STAS Unit (SU), Digital Transformation Unit (DTU), Operational Partnership Unit (OPU) and Business Unit (BU). Support the Learning and Development Manager, represent the SBSH and the Learning and Development Unit at national meetings, workshops, engagement sessions, etc. where required.</p>	<p>Appreciation of tasks undertaken within a Building Standards & Public Safety environment.</p> <p>Substantial Building Standards and Public Safety verification service experience (approval and compliance/inspection).</p> <p>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).</p> <p>Practical experience of implementing technical procedures.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Using your knowledge of the building standards system, associated legislation, technical standards, constructional design and detailing, contribute towards and support the various training and development initiatives delivered by the SBSH by implementing and reviewing appropriate systems and methods for training needs analysis, including identification of Best Value recommendations. In this context within the SBSH this includes analysis of skills gaps identified from a national digitised competency assessment scheme.</p>	<p>Experience working in a Building Standards environment and exercising a range of building standards and safety duties, including policy and process development.</p> <p>Professional membership.</p>	<p>✓</p>	<p>✓</p>
<p>Working with LABSS, all Scottish Local Authorities, The Scottish Government Building Standards Division, education providers, professional and trade representative bodies, research establishments and other key industry stakeholders to develop and embed robust training and learning opportunities that will support the drive for consistency and investment in skills within the building standards delivery model.</p> <p>Promoting appropriate levels of competency, keep accurate training delivery records, dealing with enquiries and increase the</p>	<p>Knowledge and understanding of Scottish Building Standards and Public Safety legislation theory, regulations and service delivery standards.</p> <p>Ability to read and interpret architectural plans</p>	<p>✓</p> <p>✓</p>	

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understanding of the wide range of learning and development opportunity and activity delivered through the SBSH and Learning and Development Unit.			
When determining that developed training material is competent ensure that all negotiation and professional advice has been sought, including liaison with external/internal consultees (e.g., SFRS, Local Authority Building Standards Scotland Consortia Technical Working Group (LABSS CTWG), Scottish Government's Building Standards Division or similar).	Knowledge and awareness of Local Government procedures. Practical experience of implementing technical procedures.	✓ ✓	
Ensuring all training developed and delivered reflects the established need in the hierarchy of identified priorities and that, as required, it meets related strategies, accreditations, and legislative 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, including where there is an inconsistency or difference in approach as to how the matter is interpreted or applied. Use the findings to prepare national training and development material targeted at building standards practitioners and delivered through a variety of formats.	Ability to work well on own initiative.	✓	
Using the outcomes from national Dispute Resolution Process cases, undertake research and consult on technical, procedural or regulatory matters in order to develop national guidance and training to ensure a consistent approach where similar issues are being dealt with.	Handling conflict/negotiation skills. Ability to deal effectively with colleagues at all levels	✓ ✓	
Engage with verifiers 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 verifiers, 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, including technical or professional advice, etc.	The ability to travel effectively throughout Scotland to maintain service delivery. Positive attitude to customer care.	✓ ✓	

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	Dealing with sensitive issues on a private and confidential basis	✓	
Using your understanding and experience of detailed on-site inspection services to inform your decision-making processes in relation to the training and development material produced and given to building standards practitioners and wider stakeholders. This will relate to technical publications and guidance, procedural and regulatory learning material and other deliverable training material.	Experience in construction techniques/methodologies. Experience in property maintenance and repairs.	✓	✓
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.	✓	
Using your understanding and experience of licensing and safety at sports grounds legislation and practices to inform your decision-making processes in relation to the training and development material produced and given to building standards practitioners and wider stakeholders. 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.	✓	
Using your 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 training and development material produced and given to building standards practitioners and wider stakeholders.	Negotiating with customers, stakeholders, education providers, industry peers, professional bodies, trade bodies, etc.	✓	
Using your 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 training and development material produced and given to building standards practitioners and wider stakeholders.		✓	

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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.	✓	
Use, develop and build effective on-line training using a web-based learning management system and develop an on-line skills and competence recording system.	Experience of computerised learning management systems and skills recording systems.		✓
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		✓	
Resolving conflict with and between stakeholders e.g. customers, architects, education/training providers, professional/trade bodies, national agencies/organisations, etc. Negotiate with customers, partners and stakeholder 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 customers and stakeholders.	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.	✓	

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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.			

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)			

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		
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<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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E = Essential Criteria D = Desirable Criteria