



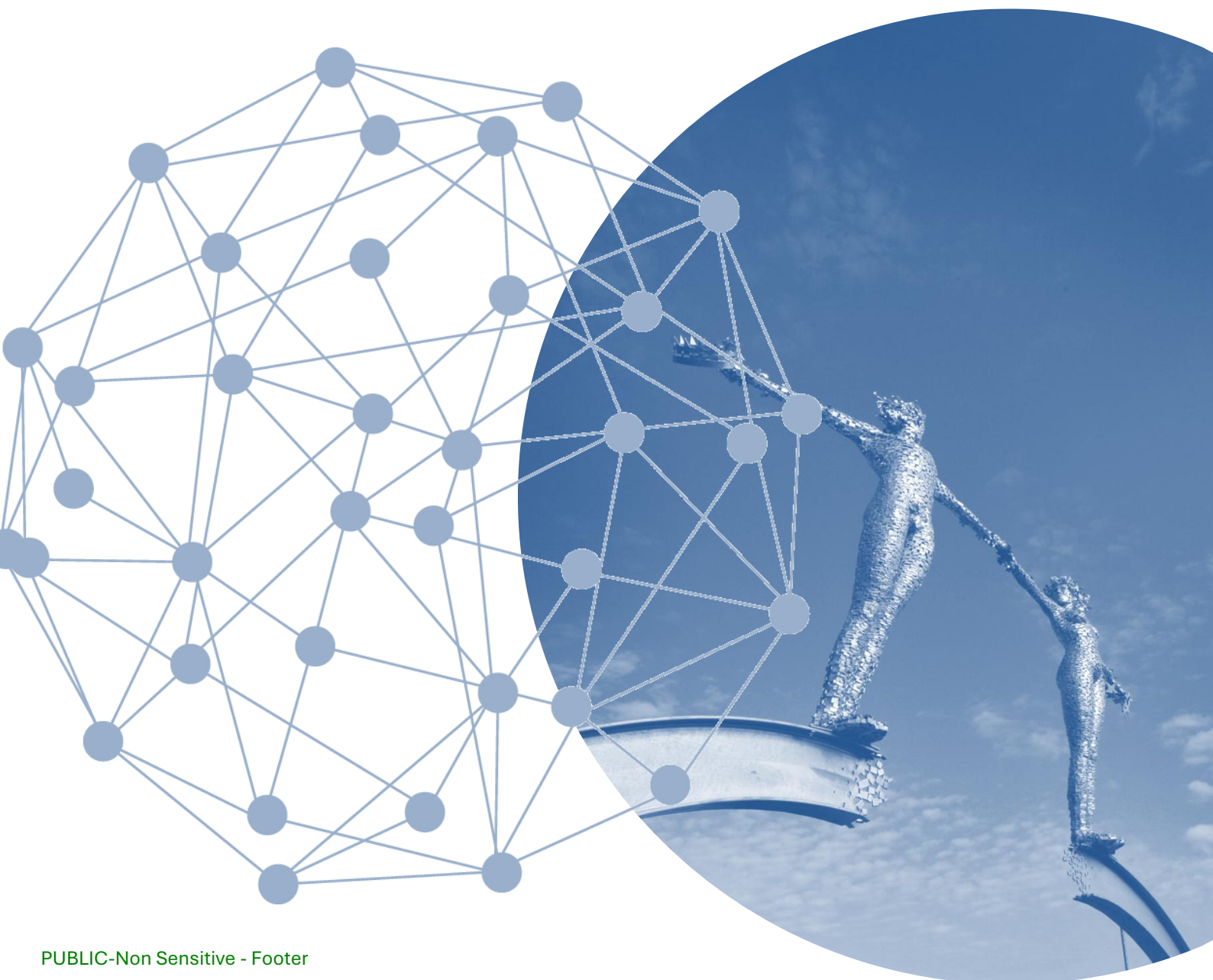
**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Building Standards Officer (Surveyor)

£43,161.29 - £47,924.54



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 11/10/2026
- Shortlisting date: 18/10/2026
- Proposed interview date: w/c 9/11/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A

Post Title: Building Standards Officer (Surveyor)

Initial Location: Kilncraigs

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post (Title): Planning & Building Standards Team Leader

Service: Place

Date last updated: 13/02/2026

Date if superseded:

Grading Section

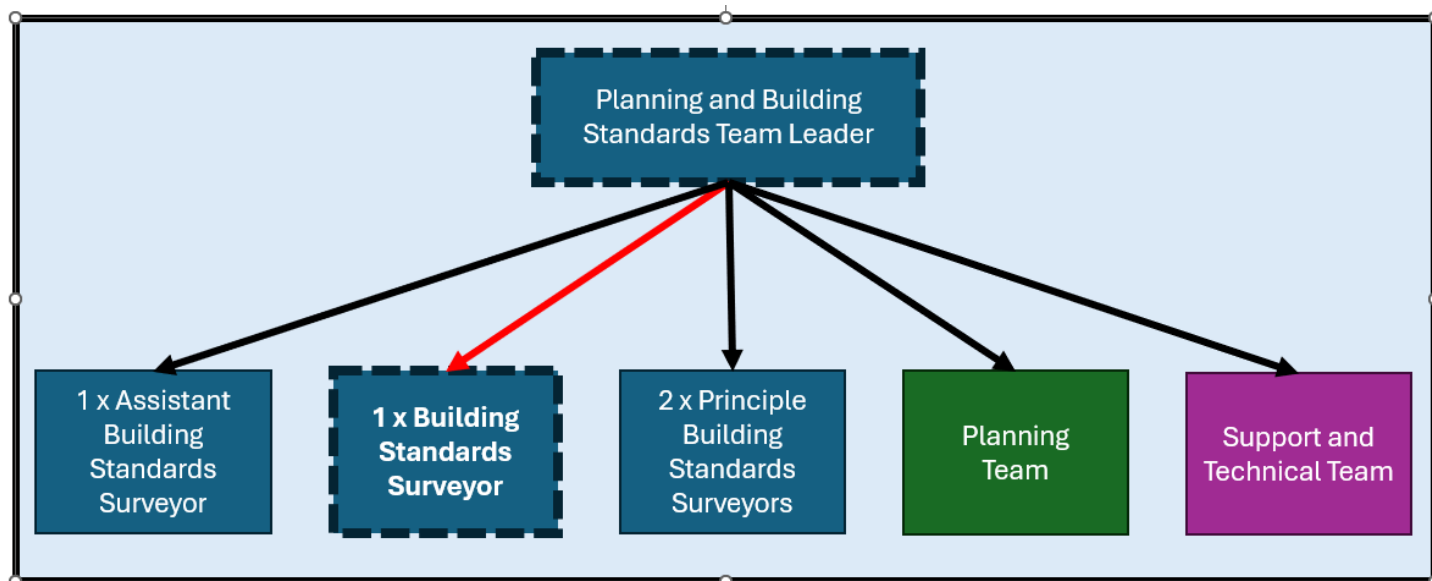
Eval Ref:

Post Number:

Grade: 8

Section B**ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY**

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).



The post holder has no direct line management responsibilities

Section C**PRINCIPAL PURPOSE AND OBJECTIVES**

- To discharge the full range of statutory and non-statutory building standards services and to provide an advisory service across a full range of construction projects in compliance with procedural regulations and service delivery targets.
- To take responsibility as a case officer (and often the verifier), for assessing, processing, administering and determining submissions made under The Building (Scotland) Acts and any other subsequent equivalent or relevant associated legislation and guidance.
- To ensure that the health, safety and welfare of people in and around buildings is protected and to promote energy efficiency and sustainable construction practices.
- To help contribute to the council's emergency response in relation to dangerous buildings and to take appropriate enforcement action on unsafe or non-compliant structures.
- To work collaboratively within the team, under the supervision of the Team Leader and the of the Principal Surveyors, to meet statutory duties and service delivery targets.
- To provide professional advice to applicants, developers, and a range of stakeholders on compliance and best practice.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

The main duties and responsibilities of the post holder will be to:

1. Act as an appointed verifier under the Building (Scotland) Act 2003, ensuring construction works comply with statutory requirements, technical standards, and Council policies.
2. Assess building warrant applications, reviewing technical drawings, specifications, structural calculations, and other supporting documentation for compliance with the relevant Technical Handbooks.
3. Calculate and confirm the required fees for building warrants and negotiate adjustments where necessary.
4. Issue building warrants and monitor compliance with procedural regulations within statutory timescales.
5. Provide pre-application advice and guidance to Applicants, Architects, Developers, Agents to and other Stakeholders to facilitate compliant designs.
6. Conduct site inspections.
7. Observe and/or participate in technical testing of building systems, including drainage, fire safety, acoustic performance, and emergency systems.
8. Review and accept completion certificates, confirming buildings are safe, accessible, and energy compliant before their occupation.
9. Investigate reports of dangerous, defective, or unauthorised building work, taking enforcement action under statutory legislation, which may include issuing notices requiring remedial works or demolition.
10. Respond to emergency situations involving dangerous structures, and participation in the Council's emergency 24-hour call-out response.
11. Act as an expert witness in legal proceedings, appeals, or enforcement hearings relating to Building Standards.
12. Advise other Council services and members of the public on Building Standards compliance.
13. Maintain accurate statutory registers, case records, and digital systems, ensuring information is readily accessible for audit, inspection, and performance monitoring.
14. Provide guidance on improving accessibility, safety, and energy efficiency in line with relevant legislation and standards.

15. Contribute to Team initiatives, legislative working groups, and service improvement projects, supporting policy development, procedure updates, and quality standards within the Building Standards Service.
16. Manage cases independently, applying professional judgement to complex or non-routine matters and escalating issues to the other more senior Officers in the Team as appropriate.
17. Plan and prioritise multiple cases effectively, balancing statutory compliance, risk, and public safety considerations.
18. Assist in setting service performance targets, preparing monitoring data, and supporting evaluation and reporting.
19. Undertake other duties commensurate with the post as assigned by line management.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Category	Essential	Desirable	Means of Assessment
Qualifications & Professional Status	Degree in Building Surveying, Building Control, Architecture, Engineering or other construction-related discipline (SCQF Level 9 or equivalent). Membership of a relevant professional body and working towards Chartered status. Evidence of ongoing CPD.	Chartered Membership of a relevant professional body (e.g., RICS, CABE, CIOB).	Qualification, Application Form, Interview
Legislative & Technical Knowledge	Extensive knowledge of Building (Scotland) Act 2003, Building (Scotland) Regulations 2004, Domestic and Non-Domestic Technical Handbooks. Understanding of enforcement powers, associated legislation, statutory timescales and Scottish Government verifier frameworks.	Knowledge of housing legislation; Knowledge of the Civil Contingencies Act 2004.	Application Form, Interview
Experience	Experience assessing building warrants, processing certificates, assessing valuations, carrying out site inspections, investigating	Experience in a Scottish Local Authority Building Standards service; Experience in taking	Application Form, Interview, Reference

	unauthorised works and complaints.	enforcement action.	
Technical & Analytical Skills	Ability to assess complex plans, analyse problems and propose solutions. Strong decision-making and numeracy skills.	Experience in policy development or service improvement.	Application Form, Interview
Inspection & Enforcement Skills	Competence in inspections, compliance verification, enforcement investigations and emergency response for dangerous buildings.	Experience in multi-agency enforcement or emergency planning.	Application Form, Interview, Reference
Communication & Interpersonal Skills	Strong written and verbal communication skills. Clear explanation of regulations. Negotiation and influencing skills. Ability to manage contentious situations.	Experience presenting to committees or formal hearings.	Application Form, Interview, Reference
IT & Information Management	Familiarity with Microsoft 365 and Uniform/IDOX systems. Ability to maintain accurate digital case records.		Application Form, Interview
Other Requirements	Full UK driving license and ability to travel between sites.		Application Form

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The post holder will operate across a diverse range of environments, combining office-based technical assessments with extensive site-based inspections of new, existing, derelict, or occupied buildings. The role requires adaptability to indoor and outdoor conditions, hazardous environments, and physically demanding tasks, while maintaining compliance with statutory and professional health and safety standards, including those set by the Royal Institution of Chartered Surveyors.

Working Environment

- **Indoor/Outdoor Sites:** Work includes construction sites, residential and commercial properties, refurbishment projects, and partially derelict buildings.
- **Confined Spaces:** Access to lofts, cellars, service ducts, tanks and other restricted areas.
- **Heights:** Surveying roofs, scaffolding, ladders, and multi-level structures.
- **Environmental Exposure:** Adverse weather conditions, noise, dust, vibration, and potential contamination.

Hazardous Conditions

- **Structural Instability:** Inspecting dangerous or partially completed structures, assessing risks to personal safety.
- **Hazardous Materials:** Identifying risks such as asbestos or other contaminants on older or demolition/refurbishment sites.
- **Unsafe Sites:** Securing access to vacant or unsecured properties, managing potential intruder risks and ongoing construction hazards.
- **Fire Hazards:** Monitoring fire safety compliance and identifying potential fire risks during inspections.

Physical Requirements

- **Physical Effort:** Walking long distances, climbing, crawling, and manoeuvring in confined or awkward spaces.
- **Equipment Handling:** Transporting ladders, tools, and surveying instruments safely across sites.
- **Stamina and Agility:** Sustaining focus and coordination over prolonged periods while adapting to varying and potentially hazardous site conditions.

Safety and Compliance Requirements

- Conduct comprehensive risk assessments prior to and during site visits, adapting approaches to evolving hazards.
- Use and maintain appropriate Personal Protective Equipment (PPE) at all times.
- Follow safe systems of work, including procedures for lone working and emergency response situations.
- Comply with Council policies and RICS Health and Safety guidance, ensuring site security, safety of the public, and personal safety.
- Participate in emergency callouts outside normal working hours where necessary.

This combination of indoor, outdoor, and potentially hazardous work, together with physically demanding activities, requires vigilance, professional judgement, and strict adherence to health and safety standards to protect the post holder, colleagues, and the public.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The role involves:

- Accessing and inspecting complex and active construction sites, including partially completed or structurally compromised buildings.
- Climbing ladders and scaffolding, negotiating uneven terrain, navigating multi-level structures and, where necessary, accessing confined spaces in accordance with safe systems of work.
- Maintaining balance, awareness and coordination within potentially hazardous environments so as not to endanger themselves or others.
- Undertaking prolonged and detailed site inspections, which may involve extended periods of standing, walking or climbing.
- Driving between sites across the Council area.
- Operating inspection tools and measuring equipment accurately and safely.
- Frequent and sustained use of IT systems for technical assessment, report preparation and case management.
- Demonstrating sufficient manual dexterity to record findings accurately, whether electronically or manually.

All physical activities must be undertaken in compliance with risk assessments and health and safety procedures.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The post will require a high level of analytical capability, sound professional judgement and sustained attention to detail in order to interpret complex technical information and apply statutory requirements accurately and consistently.

The post holder will demonstrate:

- **Analytical and Technical Reasoning** – The ability to interpret detailed architectural drawings, structural designs, specifications and supporting documentation, and assess compliance with relevant legislation, regulations and technical standards.
- **Interpretation of Legislation** – Competence in applying statutory requirements and technical guidance to a wide range of construction scenarios, ensuring consistent and proportionate decisions are made.
- **Problem-Solving Ability** – A solution-focused approach to resolving design or construction issues, including negotiating practical and compliant alternatives where necessary.
- **Professional Judgement** – The capacity to make reasoned, evidence-based decisions on complex, high-value or sensitive projects, balancing regulatory compliance with risk and proportionality.
- **Attention to Detail** – A high degree of accuracy when assessing structural integrity, fire safety, accessibility, drainage, ventilation and other safety-critical elements, minimising the risk of error in warrant applications or enforcement cases.
- **Planning and Case Management** – The ability to organise, prioritise and progress multiple non-routine cases simultaneously while meeting statutory deadlines and service targets.
- **Data and Information Analysis** – Effective use of IT systems to manage case records, analyse project information and produce accurate technical reports.
- **Communication and Negotiation Skills** – The ability to articulate complex technical information clearly and persuasively, often in challenging or contentious circumstances.

Errors in analysis or judgement may have serious consequences for public safety and could expose the Council to legal, reputational or financial risk.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

The post holder will be required to have a high level of sustained concentration and attention to detail to carry out detailed property inspections to identify defects, assess structural integrity, and ensure compliance with building regulations. Concentration can be affected by environmental factors such as adverse weather, poor lighting, and working in confined or difficult-to-access spaces. Inspections may also take place in occupied properties or on construction sites where noise, interruptions, or restricted access can disrupt workflow.

The role involves managing competing demands and deadlines, requiring surveyors to complete thorough inspections while producing accurate and detailed reports. A high level of responsiveness is also required, including timely communications and providing prompt advice where safety concerns or regulatory issues arise.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post holder will be responsible for maintaining effective communication to keep people informed. They will need to deal with sensitive information, and will at times need to effectively deal with complaints.

Internal:

Regular communication will be required with all staff within the Planning and Building Standards Teams. In addition, the post holder will be expected to communicate, as appropriate with staff in other Council Services (including personnel at a senior level), and with Elected Members where appropriate.

External:

Communication will be required with other Local Authorities, the third sector, community organisations, Scottish Government and its Agencies, business and interest groups, and members of the public.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The post holder will be required to take reasonable care of authority vehicles used for site inspections, ensuring safe and responsible use. They will be required to maintain office equipment including computers, laptops, mobile devices and PPE in a good working order and to report any loss, damage, malfunction or defect of any Council property to the appropriate persons.

In relation to data, the post holder will be required to ensure accurate recording, updating, and storage of building control case records, inspection reports, and technical documentation, and will need to produce, accurate documentation for audits, reporting, and statutory compliance purposes. They will be required to maintain confidentiality of sensitive information, including personal and business data of applicants, contractors, property owners and members of the public. They will be expected to use electronic databases and case management systems effectively to track applications, approvals, and enforcement cases.

Other than to ensure that the correct fee is paid, there is no financial responsibility with this post.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder will be required to operate with a high degree of professional independence. Acting impartially in the role of appointed verifier under the Building (Scotland) Act 2003, the post holder is responsible for implementing and enforcing statutory requirements to safeguard public safety, accessibility and ensure energy efficiency.

The post holder will:

- Act independently as case officer, managing a varied and often complex caseload, in some cases without direct supervision.
- Plan, prioritise and progress non-routine and high-risk cases in accordance with statutory timescales and service standards.
- Exercise professional judgement in determining compliance, issuing enforcement notices and taking proportionate action in respect of dangerous or defective buildings.
- Identify, investigate and act upon unauthorised or non-compliant works, ensuring appropriate remedial measures are secured.
- Determine inspection regimes using a risk-based approach, applying professional discretion to establish the appropriate level and frequency of site inspections.
- Provide pre-application and preliminary advice to developers, agents and stakeholders to support compliance and resolve potential regulatory issues at an early stage.
- Manage complex compliance disputes through negotiation and evidence-based decision-making.
- Engage constructively with developers, partner authorities and professional networks (including LABSS, the consortia, etc...) to support consistent and proportionate regulatory outcomes.
- Take immediate and decisive action in cases of urgent danger, working in partnership with emergency services and other agencies to secure public safety.
- Refer complex or high-risk matters to senior members within the team where appropriate, while retaining responsibility for routine case decisions.
- Deputise for more senior members of the team in their absence where required.

The role carries significant accountability. Decisions made by the post holder may have direct implications for public safety and may expose the Council to legal challenge, reputational risk or financial liability if not exercised with due care, impartiality and professional competence.

Section M

EQUAL OPPORTUNITIES

The post holder will be required to contribute directly to advancing equality of opportunity through the consistent enforcement of building regulations that promote accessibility, safety and inclusive design. By scrutinising proposals and verifying compliance, the post holder ensures that new buildings, alterations, and refurbishments meet statutory requirements that remove barriers to access and use, including the appropriate provision for ramps, lifts, accessible toilets, and circulation areas.

The post holder is required to actively support and promote the Council's commitment to equality, diversity and inclusion, in accordance with statutory requirements and Council policy. In particular, this includes compliance with the Equality Act 2010 and the associated Public Sector Equality Duty in Scotland, which requires councils to eliminate discrimination, advance equality of opportunity and foster good relations.

The post holder will:

- Comply fully with equality legislation and corporate policies in all aspects of service delivery and professional practice.
- Promote inclusive service delivery and ensure fair, consistent and equitable treatment of all service users, colleagues, contractors and stakeholders.
- Challenge and report discrimination, harassment or victimisation encountered in the course of duties.
- Contribute to Equality Impact Assessments where required and consider equality implications in decision making.
- Communicate in a clear, inclusive and respectful manner, adapting communication methods where appropriate to meet individual needs.
- Support a positive workplace culture that values diversity, dignity and mutual respect.

In delivering the Building Standards Service, the post holder will apply legislation consistently and proportionately, ensuring decisions are objective, evidence-based and free from bias, and ensure that accessibility and inclusive design requirements within the built environment are properly considered and enforced.

Section N

HEALTH AND SAFETY

The post holder plays a critical role in protecting public safety and maintaining confidence in the Council's regulatory services.

The post holder is required to comply fully with all relevant health and safety legislation, Council policies, procedures and codes of practice. The role carries significant responsibility for safeguarding public safety through the effective enforcement of building regulations and the promotion of safe construction practices.

The post holder will:

- Undertake all duties in accordance with approved risk assessments and safe systems of work.
- Take reasonable care for their own health and safety and that of colleagues, service users and others who may be affected by their actions or omissions.
- Identify and report unsafe practices, conditions, accidents and near misses through the Council's formal reporting procedures and advise their line manager of any health and safety concerns.
- Ensure safety standards are maintained during site inspections and regulatory activities.

In delivering the Building Standards Service, the post holder will:

- Inspect construction works to verify compliance with safety-critical elements including structural stability, fire safety (including fire stopping and means of escape), ventilation, drainage and accessibility requirements.
- Assess the suitability of materials and construction methods to ensure safe and sustainable building practices.
- Monitor site conditions to ensure appropriate protective measures are in place, including hoardings, barriers and other public safety controls.
- Assess risks during site visits and take appropriate action where unsafe conditions are identified.
- Respond to reports of dangerous or defective buildings and take appropriate enforcement action to protect the public.
- Work in partnership with emergency services and other agencies where necessary.
- Participate in a 24-hour emergency response rota in accordance with statutory powers, the Council's processes and procedures.

Section O

CLIMATE CHANGE

In recognition of climate change as a significant global and local challenge. The post holder will actively contribute to the Council's environmental and sustainability objectives through the effective discharge of Building Standards functions.

The post holder will:

- Ensure that new developments comply fully with current energy efficiency, environmental performance and sustainability standards set out within the Building (Scotland) Act(s) and associated Technical Handbooks.
- Promote high standards of energy conservation and carbon reduction in the assessment of building warrant applications.
- Provide professional advice and guidance to applicants and agents to support low-carbon design, sustainable construction practices and improved building performance.
- Encourage and guide, where reasonably practicable, the refurbishment and upgrading of existing buildings to enhance energy efficiency and to reduce greenhouse gas emissions.
- Consider climate resilience, adaptation measures, and long-term environmental performance when assessing proposals.
- Support the delivery of the Council's Net Zero targets and contribute, where required, to reporting under the Public Bodies Climate Change Duties.

Through these responsibilities, the post holder will play a key role in improving the environmental performance of the built environment and supporting the transition to a low-carbon future.