



Stirling City Heritage Trust

Job Description

Post Title:	Traditional Buildings Inspector For Traditional Buildings Health Check
Location:	Stirling (possibly some temporary home working due to Covid-19)
Reports to:	Stirling City Heritage Trust Manager
Salary:	£30,000 - £35,000 (dependant on experience)
Hours/ Work Pattern:	37hrs per week; generally 9am-5pm (occasional working out with these hours required).
Type of Contract:	Full time, Fixed Term Contract to end March 2022. Possibility of continuation if funding permits.
Probationary period	3 months

Section B: TRADITIONAL BUILDINGS HEALTH CHECK SCHEME (TBHC)

The TBHC is a unique building care service, the first of its kind in Scotland, managed by Stirling City Heritage Trust in partnership with Historic Environment Scotland. The service commenced as a 5-year pilot (from April 2013-March 2018) and continues as a core activity of the Stirling City Heritage Trust.

This proactive scheme has established a membership service available to all owners of traditional properties in the City of Stirling. The service is based on the ethos that prevention is better than cure, and that regular and systematic building maintenance is vital.

The service offers members a periodic, affordable and comprehensive building fabric inspection. A detailed building report is produced for the owner, with a prioritised list of repair actions to promote, encourage and facilitate proactive building care.

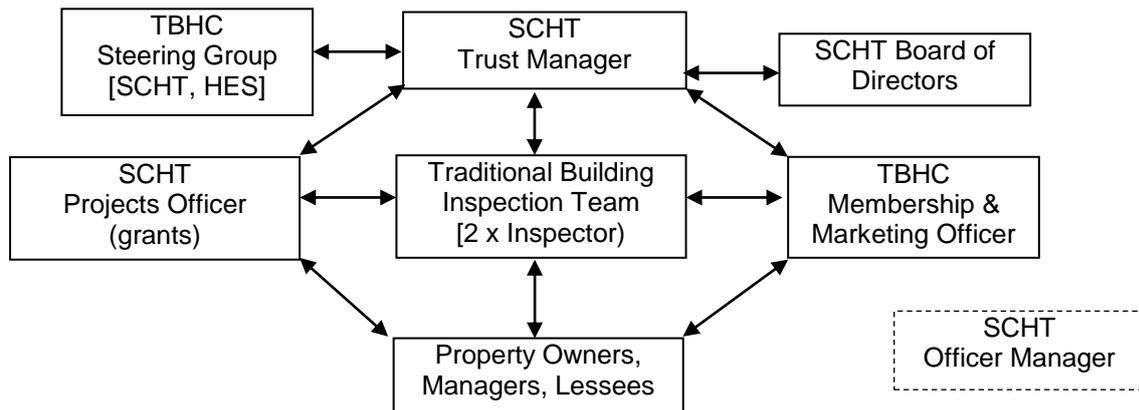
The TBHC team supports members to achieve a better understanding of the maintenance and repair requirements of their buildings, and the appropriate materials and methods to be used. Educational and informative aspects of the project include a members' area on the TBHC website, quarterly newsletters, and members' events.

Section C: PURPOSE OF THE ROLE

This post is a fantastic opportunity for an individual with a sound knowledge and understanding of Scotland's traditional building construction to become involved in this unique project which aims to challenge the general culture of poor maintenance and inappropriate repair of traditional building fabric. The Trust is seeking to appoint an enthusiastic building professional or craftsperson who can contribute positively to the service using their skills, experience and expertise in this field. You will form part of a 2-person inspection team.

As part of the inspection team you will provide expert advice and reporting on the condition, maintenance and future repair requirements of traditional buildings. You will inspect traditional buildings (typically those constructed before 1919) using a variety of safe access solutions. You may undertake small emergency repair / maintenance tasks where safe to do so. You will produce detailed reports for property owners and engage with them to support their better understanding of the maintenance and repair requirements of their building, and the appropriate materials and methods to be used. Training and personal development will be provided where necessary to fulfil the role.

Section D: ORGANISATIONAL & PROJECT RELATIONSHIP



Section E: COMMUNICATIONS

Internal: Stirling City Heritage Trust Manager and staff, External Consultants engaged by the Trust, Trust Board Members, TBHC Steering Group Members.

External: Property owners, landlords, lessees, property managers. Stirling Council officers, local groups, project stakeholders.

Section F: KEY DUTIES AND RESPONSIBILITIES

GENERAL

- Understand the ethos and goals of the TBHC project and work toward its successful delivery with the Trust Manager and SCHT team.
- Work with property owners, communities and local and national agencies to stimulate better repair and maintenance of traditional buildings.
- Any other duties as may be reasonably requested by the Trust.

INSPECTION & REPORTING

- Work as part of a 2-person team to inspect traditional buildings, generally located within the Stirling City boundary, and potentially beyond this area.
- Undertake pre-inspection analysis and produce risk assessments and method statements for individual properties prior to full inspection.
- Undertake traditional building inspections using a variety of physical safe access solutions.
- Undertake traditional building inspections as an Observer using a Small Unmanned Aircraft (drone) accompanying the drone Pilot.
- Undertake small emergency repair/ maintenance tasks during the inspection process.
- Assess building condition, identifying and prioritising building fabric repair

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requirements.

- Present inspection findings in a clearly formatted report for building owners.
- Meet property owners to discuss the inspection findings (communicating what needs to be done, how it should be done and when).
- Input results to our database (Microsoft Access).

EDUCATION

- Provide maintenance and repair advice to TBHC members.
- Work with the Trust Manager and TBHC Membership & Marketing Officer as required to promote the service, such as giving presentations on the service.
- Design and deliver technical information and lectures to the TBHC membership as required.
- Work with the TBHC Membership & Marketing Officer as required to update the TBHC Database and input data for evaluation purposes.
- Work with the other TB Inspector and the Trust Manager in support of any trainee or work placement the Trust may have from time to time.

GRANT REPAIR

- Provide Small Repair Schedules for recommended works on TBHC member properties.
- Work with the Projects Officer on grant-aided projects to assist in inspection of repair works and advice to owners and contractors.

Section G: REQUIRED SKILLS EXPERIENCE AND KNOWLEDGE

NOTE: YOU MAY HAVE A CRAFT / CONSTRUCTION BACKGROUND OR BE A BUILDING PROFESSIONAL e.g. Building Surveyor, Architect (or equivalent)
Secondments will be considered.

Essential Criteria:

- A track record of inspecting and/or repairing typical traditional Scottish buildings.
- An ability to identify, assess and prioritise building defects and repair requirements.
- An ability to write detailed reports for TBHC members.
- Excellent communication skills to liaise with in particular building owners and contractors.
- Well organised with excellent task/project planning skills and the ability to self-manage a busy workload, with minimal supervision.
- An enthusiastic and proactive approach to feed into the development of the service. A passion for Scotland's traditional buildings and the importance of maintaining them appropriately.
- Confident in the use of ICT including email, Microsoft Word, Excel and PowerPoint.
- Current full and clean Driving Licence, valid for driving within the United Kingdom.

Essential Qualifications:

A fully qualified building professional such as a Chartered Building Surveyor or Architect with full membership of your appropriate professional body (i.e. MRICS, ARB, RIAS). With a minimum of 2 years post qualification experience, with sound building pathology and maintenance experience; a track record of working with traditional buildings; and working knowledge of Scottish construction methods.

A suitable candidate who is working towards professional qualification may be considered.

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OR

Expert (demonstrable) craft / construction experience of working on typical traditional Scottish buildings with SVQ level 3 qualification (or equivalent) in roofing, stonemasonry or similar traditional building skill. (In exceptional cases proof of at least 10 years relevant traditional buildings experience may be considered in lieu of qualification).

Desirable Criteria:

- Sound knowledge and understanding of conservation philosophy and/or a qualification in conservation.
- Experience of Small Unmanned Aircraft (drone) equipment and associated legislation.
- Experience of simple CAD software programmes or similar.
- Experience of using Microsoft Access.

Section H: DEMANDS

- Good level of computer literacy, good written and numerical skills.
- Excellent communication skills.
- Ability to work in a team.
- Excellent organisational skills with the ability to work to deadlines, programme, prioritise and self-manage a busy workload, with minimal supervision.
- Undertake training as required to meet the demands of the role.
- Contribute your expert knowledge and skills to the Inspection Team to investigate individual building solutions, and contribute positively to the aims of the TBHC.
- A flexible approach to your role and ongoing project development.

Section I: WORKING ENVIRONMENT

- Work efficiently and effectively, individually, as part of the Inspection Team and SCHAT, and with a wide range of people.
- Ability to be flexible in working hours should the job dictate. Including working out with 9-5 and occasional weekend or evening work.
- Inspect buildings safely at height using appropriate high-level access techniques such as ladders, industrial ropes, and hydraulic platforms; undertake small repair / maintenance tasks, where safe to do so.
- Assist the TB Inspector with Small Unmanned aircraft (drone) inspections.
- Training will be provided for working safely at height and in use of access solutions. You must be willing to undertake such training.
- Refer to the Occupational Health Job Analysis Form for further details.

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