

# Member of the Audit Pool

<b>Time Commitment :</b>	25hrs per month
<b>Contract:</b>	Self-employed consultant (3 year contract, subject to renewal)
<b>Remuneration:</b>	Hourly rate, available on application
<b>Location:</b>	Flexible working (some fixed meetings, both remote and in-person, in Scotland)

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## The Role:

As a member of the Audit Pool you will be working closely with Lead Auditors, who are fellow members of the Scottish Registration Board, to undertake audits of Certifiers and Approved Bodies on the Scheme.

It will be your responsibility to support Lead Auditors in a methodical evaluation of the work of Approved Certifiers of Design under the SER Scheme in Scotland. For this reason, a comprehensive knowledge of Scottish Building Regulations, Control Systems and the SER Scheme, as well as, a key eye for detail, is crucial for success in this role.

## Core responsibilities:

1. Assist with audits of the certification practices of members (individuals and firms).

## Additional responsibilities:

1. Securely maintain confidential records of member data and other sensitive and/or personal data, always complying with data protection regulations.
2. Uphold a high standard of knowledge and expertise of the Scheme of Certification and the Building Control process in Scotland.
3. Any other duties considered by the SER Board to be appropriate to the post.

## Experience, skills and requirements:

Experience of the Scottish Building Regulations/Building Control systems and commitment to keeping personal knowledge of processes up to date.

Experience of the SER certifications scheme.

Preferably Chartered Structural or Civil Engineer.

Appetite to learn and build on current experience and knowledge.

Excellent written and oral communication skills with the ability to explain detailed information clearly and succinctly, in a professional manner.

Excellent interpersonal skills, able to deal with multiple cross-functional stakeholders.

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**Additional information:**

You will not be employed by the SER Ltd or the Institute of Structural Engineers, as such, you will be required to have the equipment and premises to carry out work. Invoices must be submitted monthly.

No prior experience of auditing is required as training will be provided.

The appointment will last for the initial period of 3 years; with a 1 year probation period.