

Scottish Registration Board Member

Time Commitment:	20-30hrs per month
Contract:	Self-employed consultant (3 year contract, subject to renewal)
Remuneration:	Hourly rate, available on application
Location:	Flexible working (some fixed meetings, both remote and in-person, in Scotland)

The Role:

As a member of the Scottish Registration Board (SRB) you will be working closely with fellow members of the SRB to maintain and promote the highest possible building standards, encouraging excellence in the field of structural engineering design in Scotland.

It will be your responsibility, alongside fellow members of the SRB, to oversee the SER certification schemes, conduct audits, provide mentorship and foster professional development.

Core responsibilities:

1. Assess scheme membership applications from individuals and firms and recommend outcomes for applications.
2. Lead audits into the certification practices of individuals and firms and present recommended outcomes to the SRB.
 - 2.1. Where necessary, offer mentorship to scheme members in certification practice and conduct readmission interviews for suspended members.
3. Review papers for and attend and contribute to discussions, in the six-weekly Scottish Registration Board meetings (which alternate between remote via Zoom and in-person gatherings in Glasgow)

Additional responsibilities:

1. Assist in the provision of training for scheme members and other stakeholders.
 - 1.1. Represent and elevate the scheme with other stakeholder groups by conducting talks, training seminars etc.
2. Securely maintain confidential records of member data and other sensitive and/or personal data, always complying with data protection regulations.
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/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.

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.