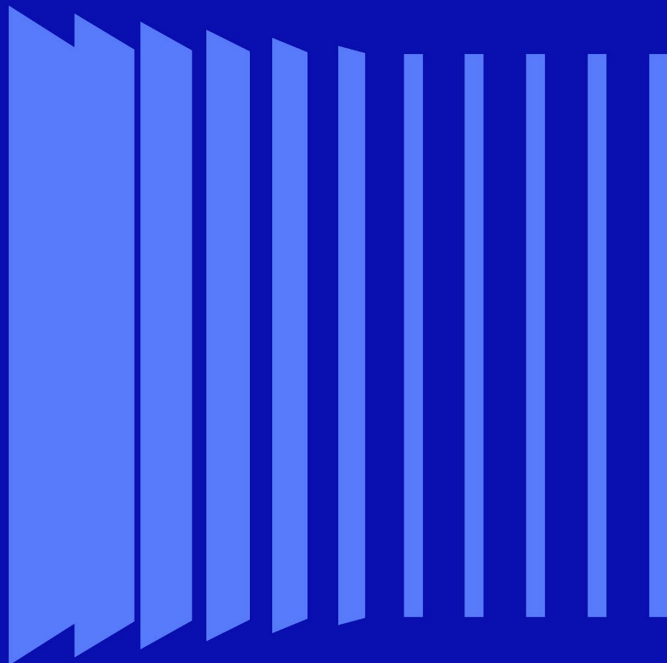


Certified Compliance.

→ SRB Chair Candidate pack

July 2026



The Scottish Registration Board

The Scottish Registration Board (SRB) aim 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.



SER - Our Work

Certification of Structural Design

SER administers certification schemes that allow registered structural engineers to certify the design of building structures in accordance with applicable building regulations. This certification supports the building warrant and approval process in Scotland and Jersey while providing assurance that designs have been independently checked by competent professionals.

Supporting Building Standards

SER schemes play an important role in supporting building standards systems by helping local authorities and regulators verify compliance with structural requirements. This contributes to a more efficient approvals process while maintaining high levels of safety and accountability.

Professional Standards & Quality Assurance

To maintain confidence in the certification system, SER operates robust registration, auditing and monitoring procedures. Registered Certifiers and Approved Bodies are required to demonstrate appropriate qualifications, experience and competency, helping to ensure consistently high professional standards across the schemes.

Safe & Resilient Structures

By promoting competent structural design and independent certification, SER contributes to the creation of safe, resilient and sustainable buildings and infrastructure. Its work supports the construction industry in managing structural risks and protecting occupants and communities.

Supporting the Profession

SER works alongside the structural engineering profession to promote best practice, professional accountability and continuing competence. Through guidance, resources and training opportunities, it supports engineers in delivering high-quality structural design and certification services.

→ Job description and person specification

Job title: SRB Chair

Reports to: Head of Certification/Director of Products & Events

Responsible for: N/A

Remuneration: Day rate £700 or £90 per billable hour.

Includes:

- 8 SRB meetings/ (1 day per meeting) (£5,600)
- 4 SER Ltd Board/prep meetings (max 1 day per meeting) £2,800
- Outreach to BSD (3 hours per month est./12 months) (£3,240)
- Travel: Reasonable expenses

Date: July 2026

Location: Remote working with in-person meetings in London and Glasgow

1. Job Purpose

- Provide independent leadership and governance oversight as Chair of the Scottish Registration Board (SRB).
- Lead and facilitate effective SRB meetings, ensuring productive discussion, sound decision-making, and appropriate challenge.
- Shape and approve meeting agendas and ensure accurate records through the review and sign-off of minutes.
- Represent SER Ltd and the SRB at external liaison meetings, strengthening relationships with other certification scheme providers.
- Support strategic development of the SER certification scheme, including expansion beyond structural certification within Scotland.
- Act as an ambassador for the scheme, promoting its credibility, integrity, and ongoing evolution.

2. Roles & Responsibilities

Leadership & Governance

1. Chair Scottish Registration Board (SRB) meetings, ensuring they are effectively led, structured, and outcome driven.
2. Ensure strong governance, accountability, and adherence to best practice across all SRB activities.
3. Facilitate balanced, inclusive, and constructive discussions, enabling effective decision-making.
4. Provide independent leadership and appropriate challenge to support robust Board outcomes.
5. Support the recruitment and onboarding of new SRB members.

Board & Meeting Management

6. Plan and review meeting agendas in collaboration with relevant stakeholders to ensure alignment with priorities.
7. Maintain oversight of meeting quality, ensuring sufficient time is allocated to key matters.
8. Review and approve Board minutes, ensuring accuracy and proper documentation of decisions.

Stakeholder Engagement & Representation

9. Represent SER Ltd and the SRB at liaison meetings with other certification scheme providers.
10. Build and maintain effective relationships with key stakeholders across the certification and regulatory landscape.
11. Act as an ambassador for the organisation, promoting the credibility and integrity of the scheme.

Strategy & Development

12. Support SER Ltd in the ongoing development and evolution of the certification scheme within Scotland.
13. Contribute to strategic discussions on expanding certification into areas beyond structural disciplines.
14. Provide insight and guidance on future opportunities, risks, and improvements to the scheme

3. General responsibilities

1. Network and build positive working relationships, attending relevant conferences, as required.
2. Attend and proactively input into meetings, as required.
3. Make suggestions for improving processes, systems, etc. which support the efficiency and stability of SER.
4. Comply with Data Protection requirements in day-to-day activity, taking responsibility for the accuracy and quality of information handled within the role.
5. Comply with all Institution Policies and Procedures.
6. Any other reasonable ad hoc duties as requested.

4. Communications and working relationships

1. All members of the Institution and SER, as well as potential members and members of the public.
2. Boards, panel, committee and task group members.
3. All employees of the Institution.
4. External bodies – such as other Institutions, construction industry bodies, or regulatory bodies

5. Knowledge, skills and experience required

Criteria	Essential/desirable
Knowledge and understanding of GDPR and Data Protection, and their practical application.	E
Demonstrated ability to build confidence and trust with Board members and stakeholders through credibility and professional judgement.	E
Skills	E
Demonstrable experience of working within robust governance and assurance frameworks, ideally in a regulated, standards-setting, or professional body environment.	E
Proven experience contributing to organisational strategy, oversight, and performance, including driving continuous improvement and managing risk.	E
Experience of engaging with regulators, professional bodies, or certification schemes, with an understanding of public protection and standards assurance (desirable).	E
Track record of representing organisations externally, including at senior stakeholder, sector, or inter-organisational forums.	E

Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly.	E
Excellent organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream and complex workloads with the ability to work under pressure to meet tight deadlines.	E
Excellent interpersonal skills which are client focused with a professional approach to work, colleagues and external contacts.	E
Attention to detail, accuracy and the ability to check detailed information; able to critique own work and the work of others.	E
Persuasive and influential, able to build and develop professional networks to promote the Institution's activities.	E
IT Skills	E
Word/Outlook/Excel and PowerPoint to intermediate standard.	E
Practical structural engineering across a wide range of projects and the construction industry with the experience of design and working with a broad range of materials is fundamental.	E
Writing effective, complex technical reports and technical guidance documents.	E
Preparing and delivering presentations to technical and non-technical audiences.	E
Other	E
Travel to and from Scotland or England as required	E



How to apply: the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please send your application to admin@ser-ltd.com

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

The selection process will consist of an interview with the at a member of SER Ltd and Director at IStructE.

The interview will include a 10-minute presentation, followed by competency-based questions to assess the skills and experience required for the role. You will also have the opportunity to ask questions about the role, the team and the SER.

Overall, the process is designed to identify a credible and experienced Chair who can provide strong governance, constructive challenge and effective leadership for the SRB.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.



The Institution of Structural Engineers

With over 30,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment. The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.



Governance

The Institution of Structural Engineers is governed under its Royal Charter, byelaws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years.

The Institution is supported by an executive of 80 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.



Our Values & Mission statement

We strive towards a structural engineering profession that is built on integrity, excellence, inclusivity and collaboration. Our aim is to secure a safe and sustainable world by advancing structural engineering, raising professional standards, and sharing knowledge.

- **Integrity** – We are committed to upholding the highest standards of ethical conduct in our practices and interactions.
- **Excellence** – We are focused on excellence in everything we do, setting high standards for ourselves and our members, valuing quality, innovation, and continuous improvement.
- **Inclusivity** – We are inclusive, we embrace diversity and value the contributions of individuals from all backgrounds, perspectives, and experiences, fostering a welcoming environment for all.
- **Collaboration** – We believe in the power of collaboration and cooperation, encouraging members to share knowledge, resources, and expertise for the collective advancement of structural engineering.

For more detailed information about the Institution please visit our [website](#).



Our Work

Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience

The Institution support the efforts to build [resilient](#) communities. Members take measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. [The Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members

The Institution is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Mentoring Programme

We support professional and career growth through our [mentoring programmes](#). It offers mentees an effective way to progress their career to accessing knowledge and experience of expert and impartial mentors. For mentors it develops existing leadership skills by supporting mentees growth.

Support

Our [Benevolent Fund](#) offers support to current and former members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff.