

# **Inspector (Scotland) Application Pack**

**Closing date: 23:55, Sunday 24 May 2026**



## About the Sports Grounds Safety Authority

The Sports Grounds Safety Authority (SGSA) is the UK Government's advisor, and a world-leader on sports grounds safety. We provide independent, expert advice, based on three decades of experience in making football in England and Wales a safe and enjoyable experience for fans. We use our experience to advise and support other sports and related industries in the UK and internationally.

Put simply, our purpose is to ensure sports grounds are safe for everyone.

Our expert team of Inspectors provide first-rate support and advice based on their collective knowledge of areas including engineering, policing, emergency planning and facilities management. We support clubs and grounds, sports bodies, governments, architects and engineers to minimise risk and help deliver safe events for all.

### Regulatory role

Our regulatory role is to:

- issue licences to the 92 Premier League and English Football League grounds, along with Wembley and, as necessary, the Principality Stadium to allow them to permit spectators to watch football matches; and
- oversee local authorities in their duties to sports grounds safety and safety certification.

### Set standards

We set safety standards through our internationally recognised best practice guidance, including the Guide to Safety at Sports Grounds (Green Guide) and its supplementary guidance, which is used to build and develop sports grounds around the world.

### Advisory role

We provide safety advice and support to other sports both in the UK and internationally. This includes:

- Strategic advice, including diagnosing physical infrastructure and safety management risks to existing, new and refurbished sports grounds.
- Proactive action planning to enable sports bodies/grounds to develop and enhance spectator safety.
- Bespoke training and scenario planning packages.

The SGSA is an Arm's Length Body of the Department for Culture, Media and Sport (DCMS).

### Recent achievements/projects

- Introduced licensed standing in England and Wales on behalf of the UK Government
- Supported the safe delivery of major sporting events in the UK



- Received a positive organisational review, which noted the SGSA is: “a body that is seen nationally and internationally as a centre of excellence on sports ground safety, that punches well above its weight, and that is a great asset for the UK”
- Developed new training materials to be used internationally by bodies such as the Council of Europe and FIFA
- Published research on a number of areas, including licensed standing and stewarding.

## Find out more

Our website – [www.sgsa.org.uk](http://www.sgsa.org.uk) – contains lots more information.

Other useful links include:

Annual Reports: <https://sgsa.org.uk/annual-report-and-accounts/>

Strategic Plan: <https://sgsa.org.uk/sgsa-strategic-plan-2020-24/>

Licensing: <https://sgsa.org.uk/licensing/>

Licensed standing: <https://sgsa.org.uk/licensedstanding/>

Legislation: <https://sgsa.org.uk/legislation/>

Research: <https://sgsa.org.uk/research/>



## Working at the SGSA

The SGSA is a team of 25 staff, led by Chief Executive, Giles Smith. We are comprised of:

- 16 Inspectors who work with individual clubs on a regional basis, including 2 Inspectors dedicated to Scotland and Northern Ireland; and
- 9 Secretariat staff who lead the corporate and policy activities of the organisation.

Our Inspectors are led by Head of Inspectorate Ken Scott and consist of experienced individuals, who have built up many years of experience, including within local authorities, policing and stadium management.

Our skilled and knowledgeable Secretariat provide specialist support for the organisation.

The SGSA has adopted a hybrid approach to working, with the majority of staff working from home. However, the SGSA maintains a small office space, based in Canary Wharf, London.

Find out more about the SGSA team: <https://sgsa.org.uk/our-staff/>.

The SGSA is overseen by a Board, Chaired by Derek Wilson, appointed by the Secretary of State for Culture, Media and Sport.

### Commitment to equality, diversity and inclusion

The SGSA is under a positive duty to advance equality of opportunity and eliminate discrimination. Our equality, diversity and inclusion objectives are:

- Build an inclusive organisational culture by embedding equality, diversity and inclusion in our internal work and practices.
- Promote equality, diversity, and inclusion in the sport safety sector.

We are committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender, ethnic origin, disability, sexual orientation, faith or any other factor not relevant to a person's work.

### What our staff say





## Our values

### Leadership

We lead the way and shape the future based on our collective experience.

### Integrity

We build trust through responsible actions and honest relationships.

### Collaboration

We are strongest when we work together.

### Professionalism

We set high expectations for ourselves and act on feedback from those with whom we work.

### Inclusion

We embrace different ideas, strengths and backgrounds – nobody is left out or left behind.





## Role and application overview

The SGSA is recruiting for the role of an Inspector,

Starting salary: Band A National (Grade 7) – £54,238 pro-rata (subject to an annual pay award).

Location: The role is home-based with periodic travel to the SGSA's headquarters office in Canary Wharf, London and regular travel around Scotland, for which travel expenses will be reimbursed.

Start date: To be negotiated.

Appointment type: Part Time - 3 days per week (initially 12 months fixed term contract but with the expectation of continuing beyond that point subject to funding).

Closing Date: 23:55 on 24 May 2026

Interview dates: 11/12 June (online)

Whilst SGSA Inspectors have worked and supported partners within Scotland for a number of years, in 2025 we appointed the first SGSA Scotland Inspector to provide more structure and resilience within country. We are now pleased to be able to increase the resource dedicated to Scotland with this new post, which will double the capacity of the Scotland team. For efficiency and to achieve maximum value from the role SGSA seeks to appoint a home-based inspector from within Scotland with applications welcomed from across the country.

The successful candidate will be expected to travel extensively within Scotland and work flexibly. This will include weekend/evening work for which time off in lieu will be given.

We are committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender, ethnic origin, disability, sexual orientation, faith or any other factor not relevant to a person's work.

## Role context

This is a new role which will increase the SGSA's resource dedicated to safety at sports grounds in Scotland., It is part of an ongoing partnership with the Scottish Government with the aim of improving the safety certification processes and safety at sports grounds more generally.

This is an exciting opportunity to build and enhance the SGSA's support and work within Scotland.

Whilst the SGSA does not have a statutory role in Scotland, this role will support and assist clubs, local authorities and partner organisations to help maintain high levels of spectator safety.



## What skills and experience are needed to be an Inspector?

At its heart, the role of the Inspector is about building and maintaining effective working relationships with the grounds and local authorities they oversee.

The job description on page 9 and the person specification on page 10 outline the formal requirements for the role.

As an overview, the key skills for an Inspector are:

- **Strong interpersonal skills** – You will need to build and maintain strong working relationships with individuals at different levels in organisations. At the same time, you must be confident in your ability to effectively raise concerns if/when they occur.
- **Record management skills** – As an evidence-based regulator, SGSA staff have a responsibility to maintain clear and accurate records, accessible across the organisation.
- **Time management skills** – This isn't a standard 9-5, Monday to Friday job. Inspectors have to balance office-based work with conducting matchday inspections which take place on the weekend and in the evenings. The SGSA provides flexible working arrangements to accommodate this, but it's an individual's responsibility to manage their time effectively.
- **Professional** – ability to work unsupervised for long periods of time, but also able to work within a team environment and demonstrate good planning and organisational skills to meet tight deadlines and manage multiple priorities.
- **Understanding risk management** – safety at sports grounds is all about understanding and mitigating risk. You should have an understanding of risk management in the context of safety at sports grounds.

In essence, you must have a proven ability to analyse and identify issues, make sound decisions, take appropriate actions tactfully and effectively, influence key stakeholders and take responsibility for results.

### Role benefits

Alongside a competitive remuneration package, outlined on page 12, the SGSA provides the following:

- Full induction and support.
- Flexibility and autonomy – this is not a standard 9 to 5 job.
- Being part of a world-leading team.

## Application process

### How to apply

Please complete the application form including the equality monitoring form attached to this advert and email to [recruitment@sgsa.org.uk](mailto:recruitment@sgsa.org.uk).



No candidate will meet every desired qualification. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

### **Selection process**

All applications will be anonymised before being submitted to the recruitment panel. This is to ensure fairness within the selection process.

The equality monitoring section will not be shared with the recruitment panel.

Shortlisted candidates will be invited to interview with the recruitment panel. Details of this will be provided closer to the time.

### **Security**

The successful candidate must pass a disclosure and barring security check.

## **More information**

For more information, or to arrange an informal conversation, please contact Wendy Harnan-Kajzer, Deputy Head of Inspectorate, via email: [wendy.harnan-kajzer@sgsa.org.uk](mailto:wendy.harnan-kajzer@sgsa.org.uk)



## Job description

<b>Job title:</b>	Inspector		
<b>Location:</b>	Home-based, regional	<b>Travel required:</b>	Within Scotland & regular visits to the SGSA's London HQ
<b>Role reports to:</b>	Lead Inspector Scotland	<b>Position type:</b>	One-year fixed term Part Time (3 days per week)
<b>Direct reports into this role:</b>	None		

### Role purpose

The SGSA is the UK Government's advisor on safety at sports grounds and a world leader in safety. Its primary purpose is to ensure sports grounds are safe for everyone.

Inspectors provide advice and guidance on a wide spectrum of spectator safety issues within football grounds, as well as across a range of other sports.

The Inspectors' role involves frequent interaction with local authorities, football clubs and other interested parties, with visits to sports grounds on both event and non-event days. They advise, assist and persuade clubs and local authorities on a wide range of ground and spectator safety issues.

Inspectors may also be required to develop and deliver training on safety related issues, as well as other commercial activity both on a national and international basis.

### Job description – accountabilities, roles and responsibilities

- Oversee the safety management capabilities of clubs in their portfolio and work with them to identify and implement improvements where concerns have been identified.
- Plan and carry out (and maintain up to date, professional and clear records for) a risk based programme of matchday inspections for sports grounds within their portfolio
- Produce accurate and clear reports for relevant stakeholders to inform their decision making: identifying good practice and areas of concern; and making clear recommendations for improvement where necessary.
- Advise, monitor and identify any necessary corrective action on the provision of spectator accommodation.
- Provide clear and timely advice to SGSA board when required.
- Take a risk-based approach to the SGSA role in overseeing a portfolio of certifying authorities.



- Compile professional and clear business records, with responsibility for administration and associated records that are required to carry out SGSA business.
- Provide advice, guidance, training and interpretation on safety certification and the application of the Guide to Safety at Sports Grounds to local authorities, clubs, and other stakeholders.
- Contribute to the cohesion, reputation and smooth running of the SGSA: adhering to corporate policies and standard operating procedures; engaging in meetings and change programs; acting as an ambassador and as appropriate spokesperson for the SGSA.
- Demonstrate an on-going commitment to personal continuous professional development as relevant to supporting the organisation in delivering its strategy and plans.
- Promote a wider knowledge and understanding of safety at sports grounds and the role of the SGSA both nationally and internationally, including, as required, on a commercial basis.
- Carry out any other duties relevant to the post when required by the line manager or other senior manager.

### Person specification

Please use your supporting statement to outline how your skills and experience meet our essential criteria and, where applicable, the desirable criteria.

#### **Essential knowledge, skills, experience, qualifications and education requirements for the role:**

- Experience in a safety related environment with up-to-date knowledge of spectator safety legislation and guidance (**Note: particular weighting will be given to this criteria**).
- Strong partnership working and stakeholder management skills and experience with a proven ability to negotiate and influence at all levels.
- Proven understanding and experience of the use of project and programme management techniques, including risk management.
- Experience of using auditing systems and processes with robust record management.
- Excellent oral and written communication skills.
- Ability to work independently and as part of a team.
- Current and valid UK driving licence, and exclusive use of a car insured for business use.
- Competent in the use of Microsoft 365 applications
- Resident in Scotland.

#### **Desirable knowledge, skills and experience:**



- Degree level or professional qualification in a relevant subject (e.g., surveying, crowd, event, facilities or risk management)
- Experience and/or understanding of the application of integrated safety management.
- Experience of working with sports at a national and/or international level.
- Experience of developing and delivering training.

In your application, please provide details of formal qualifications, membership of relevant professional bodies and direct experience of safety at sports grounds.



## Remuneration

Terms and conditions of service will be broadly in line with those for staff in the Department for Culture, Media and Sport. The following main terms and conditions will apply:

**Salary** – The starting salary is £32,542 per annum based on three days per week. Salary is paid by monthly credit transfer.

**Hours** – Your contracted working week will be 22.2 hours excluding meal breaks. The nature of the work will require you to visit sports grounds in the evening and weekends. You may also be required to undertake work on behalf of the SGSA outside the UK.

**Leave** – 15 days per year, plus public holidays and 1.5 days of Civil Service privilege leave.

**Pension** – New recruits to the Civil Service will be entitled to benefit from membership of the Civil Service Pension Scheme. As an employer the SGSA contributes 27.9% of an individual's salary to the pension scheme, and the employee contributes 5.45%. Existing Civil Servants will be eligible to retain Civil Service pension arrangements as continuous service.

### Additional benefits

- Commitment to supporting continuous professional development, with learning and development opportunities, both internally and externally.
- Family friendly policies and working hours to help balance your home life and career.
- Three days of paid volunteering leave.
- Competitive parental leave benefits.
- A laptop, desk, chair, monitor and any other equipment to support working from home
- Staff reward and recognition bonuses that operate throughout the year.

A full induction will be provided, as well as ongoing support. This will include the opportunity to shadow Inspectors during matchday inspections.

## Nationality requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS)
- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service



- certain family members of the relevant EU, EEA, Swiss or Turkish nationals.

Further information on nationality requirements available here  
<https://www.gov.uk/government/publications/nationality-rules>.