



# Senior Ancient Monuments Officer

**Closing Date: Wednesday 14 February 2024, midday**

**Expected Interview Date: w/c 26 February 2024**

## Recruitment Reference:

HES/24/016

## Starting Salary:

£38,988 per annum

## Salary Range:

£38,988 - £44,797 per annum (£39,768 - £45,693 from 1 April 2024)

## Pay Band:

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## Directorate:

Heritage

## Location:

Longmore House

## Line Manager:

Richard Heawood,  
Deputy Head of  
PCAS: Ancient  
Monuments

## Contract Type:

Fixed term 1 April 2024 to 31 March 2025, with possibility of extension

## Working Hours:

Full-time, 37 hours per week

Thank you for your interest in the post of Senior Ancient Monuments Officer with the Planning, Consents and Advice Service (PCAS), Historic Environment Scotland. The post is based at Longmore House; it may be possible to agree an element of hybrid home working. This is a fixed term appointment.

As Senior Ancient Monuments Officer you will provide detailed heritage management advice on behalf of Historic Environment Scotland. The work of PCAS ranges from strategic advice on local development plans and corporate consultations to advice on the management of scheduled monuments and individual listed building consent applications.

## About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

## Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

## Our Priorities

- The historic environment makes a real difference to people's lives.
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and its

people.

- The historic environment inspires a creative and vibrant Scotland.
- The historic environment is cared for and championed by a high performing organisation.

## Overview of the post and information about the team

The Planning, Consents and Advice Service within the Heritage Directorate carries out regulatory functions and provides statutory advice on behalf of Historic Environment Scotland (HES). The purpose of PCAS is to inform and enable good decision-making so that the historic environment of Scotland is valued and protected. This includes delivery of the scheduled monuments consent system and advice to planning authorities about the impact of development proposals on the historic environment, listed building consent applications, proposals requiring Environmental Impact Assessment, Local Development Plans, national and local strategies, policies and plans and Strategic Environmental Assessment.

The post currently available is in the Ancient Monuments Team. The responsibilities of the team include, but are not limited to:

- Delivery of the Scheduled Monument Consents system, including scheduled monument enforcement
- Advice within the planning system on planning applications (impact of development proposals on the historic environment)
- Advice on the management of Scheduled Monuments
- Advice on the management of World Heritage Sites
- Advice on the management of Historic Battlefields
- Advice on proposals requiring Environmental Impact Assessment
- Advice on Local Development Plans (LDPs), and related guidance and masterplans
- Advice on national and local strategies, policies and plans that affect the historic environment

## Key responsibilities, duties and objectives

- Responding to scheduled monument consent applications and scheduled monument enforcement cases
- Supporting the work of PCAS and the Heritage Directorate more widely, particularly through the provision of advice to developers, owners and planning authorities and the assessment of impacts from development proposals on the historic environment
- Representing Historic Environment Scotland's interests at a wide range of meetings with owners, local authorities and other organisations
- Representing HES at Public Local Inquiries and in prosecution cases
- Providing expert advice on cases coming into the area team
- Assisting the Head of PCAS and Deputy Heads to identify and address complex cases
- Offering advice and assistance in the development of HES strategic and policy guidance

- Being available to contribute to Environmental Assessment and Listed Building casework
- Managing Casework Officers (within the duties of the grade, but not part of the specific post currently offered)
- Undertaking other duties as required

Completing these duties will require you to be available for travel throughout Scotland.

## Post Competencies

You will be assessed against these competencies during our selection process.

### **Core Competencies:**

- Delivering excellent service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

### **Management Competencies:**

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

## Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process:

### **Essential requirements:**

- Broad knowledge and understanding of the whole of Scotland's historic environment
- Knowledge of archaeology alongside detailed knowledge and understanding of Scottish archaeology and/or architectural history and/or development management planning
- Detailed knowledge of the principles of managing the historic environment, especially current archaeological practice or building conservation or managing historic assets through the planning process
- Demonstrable understanding of historic environment legislation, regulation and policy, and its application
- Demonstrable understanding of the development planning and/or development management process
- Significant experience of working in the historic environment or planning sectors (practical experience of the regulatory role is an advantage)
- Analytical and critical evaluation skills

- Excellent written and verbal communication
- High degree of self-management ability

***Desirable requirements:***

- Driving licence or access to alternative method of transport in order to travel throughout Scotland, including to remote, rural locations
- Knowledge of Geographic Information Systems

***Qualifications & Professional Memberships:***

- [SCQF Level 10](#) in archaeology or a relevant historic environment discipline, or exceptional relevant experience is essential.



## What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

## Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

## Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

## Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



## How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email [recruit@hes.scot](mailto:recruit@hes.scot), quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Richard Heawood, Deputy Head of PCAS: Ancient Monuments, [richard.heawood@hes.scot](mailto:richard.heawood@hes.scot)

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources  
Historic Environment Scotland