



# Works Manager

**Closing Date: 12 February 2025, Midday**

**Interview Date: TBC**

**Recruitment  
Reference:**

HES/25/018

**Starting Salary:**

£32,255 pro rata per  
annum

**Salary Range:**

£32,255 - £38,245  
pro rata per annum

**Pay Band:**

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**Directorate:**

Operations

**Location:**

Stirling Castle

**Line Manager:**

David Millar, District  
Works Manager

**Contract Type:**

Permanent

**Working Hours:**

Full time,  
annualised hours

Thank you for your interest in the post of Works Manager with Historic Environment Scotland, based at Stirling Castle. This is a permanent and pensionable appointment.

You will be required to manage a team of trade staff working at Stirling Castle ensuring project and routine maintenance programmes are adhered to. This is a chance to join a busy and dedicated team of staff working in one of the highest profile scheduled ancient monuments and visitor attractions in the country.

## 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 336 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 Estates team within the Operations Directorate is responsible for the care and conservation of the 336 Properties in the Care of Scottish Ministers. The Estates team comprises almost 400 professional, craft skilled and works staff, divided into 4 regional teams based in 27 depots across Scotland. The conservation and routine maintenance works are primarily delivered through a directly employed Masonry Conservation Unit (MCU).

Duties will include delivery of the works programmes for Stirling Castle and the properties in the Stirling area including Argyll's Lodging, Stirling Old Bridge, Mar's Wark, Stirling Clan & Gift shop, The Engine Shed and Kerse Road depot. The post is one of 2 Works Managers based at Stirling Castle and will involve management of up to 15 staff covering multiple trades and the management of external contractors.

The post will report directly to the District Works Manager at Stirling Castle and work closely with the professional and compliance teams to fulfil our functions under the Scheme of Delegation and improve our operations. The post will involve close team working across a range of disciplines, including the District Architect, structural engineers, quantity surveyors, M&E engineers, HES compliance team and the HES Health and Safety team. The Scheme of Delegation

<https://www.historicenvironment.scot/about-us/who-we-are/corporate-information/schemes-of-delegation/> requires HES to put in place principles, standards and procedures to ensure that the properties in the care of Scottish Ministers are accessible and conserved and maintained to a high standard.

Stirling Castle is a five star visitor attraction and one of the most visited and significant HES properties in Scotland. You will be required to liaise with the visitor operations, commercial and other HES teams based at each of the properties on a regular basis to ensure the smooth operation of the sites during any works, operations or events.

## Key responsibilities, duties and objectives

- You will be responsible for the effective daily deployment of Monument Conservation staff at Stirling Castle & surrounding monuments ensuring appropriate personnel, plant and materials are on site to deliver the programme of works. Stirling Castle is a key site so attention to detail and presentation to the highest standards must always be maintained.
- You will be required to raise orders for the purchase of services and materials ensuring value for money. You will identify scope to achieve efficiency savings and value for money improvements.

- You will have direct involvement in staff recruitment, annual reporting, disciplinary, training and retirement.
- You will ensure implementation of Historic Environment Scotland's Health and Safety policies daily and ensure these are complied with on site. You will also carry out risk assessments and method statements for planned and routine maintenance work.
- You will liaise with HES professional and technical staff, Commercial and Tourism teams, and various other parties on technical aspects in support of projects, functions/events and filming and will be required to provide out of hours support at said functions/events and filming.
- You will be required to take part in the on call rota for the Stirling region in which you will be required to attend site/sites in the event of an Emergency

**Health & Safety role, ensuring proactive implementation of health and safety policies and procedures including:**

- Managing project and maintenance work in line with current regulations, producing risk assessments/method statements and job folders.
- Maintaining site documentation up to date including maintenance inspections, reports and fire folders.
- Carrying out toolbox talks and daily briefings applicable to the works being carried out.

## 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:***

- Traditional building craft apprenticeship
- Knowledge and experience of current conservation practices and techniques relating to historic buildings and monuments
- Knowledge of IT (Outlook, Word and Excel)
- Knowledge of Health and Safety best practice
- Experience of staff management or supervision

***Desirable requirements:***

- Driving License
- Experience managing building conservation and/or maintenance projects

***Qualifications & Professional Memberships:***

- Essential – HNC in construction (or willing to work towards this)
- Desirable – SMSTS
- Desirable – IOSH Managing Safely



## 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
- 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.



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

## 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 David Millar, District Works Manager [david.millar@hes.scot](mailto:david.millar@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