



HISTORIC
ENVIRONMENT
SCOTLAND

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National Strategy Data Analyst

Closing Date: Wednesday 12 July, Midday

Expected Interview Dates: Wednesday 2 – Friday 4 August

Recruitment Reference:

HES/23/144

Starting Salary:

£36,418 per annum

Salary Range:

£36,418 - 41,866 per annum

Pay Band:

D

Directorate:

External Relations and Partnerships

Location:

Longmore House,
Edinburgh and hybrid working

Line Manager:

National Strategy
Programme Manager

Contract Type:

Fixed term appointment
(36 months)

Working Hours:

37 hours per week

Thank you for your interest in the post of National Strategy Data Analyst with Historic Environment Scotland that will be based in Edinburgh with hybrid working. This is a three year fixed term and pensionable appointment.

This is an exciting opportunity to join a new team that is tasked with rolling out the new national strategy for Scotland's historic environment, [Our Past, Our Future](#). We are seeking an experienced and confident data analyst. Reporting to the National Strategy Programme Manager, you will have responsibility for providing the data, intelligence and insights needed to support the new strategy's implementation, delivery and performance reporting. You will collaborate with colleagues across the organisation and with external partner organisations and networks.

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 it's 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 National Strategy Coordinator will be based in the new National Strategy team, which forms part of the larger Strategy and Policy Team in the External Relations and Partnerships (ER&P) directorate. The Strategy and Policy Team's remit includes strategy and policy development, research, equalities, sector skills investment and Gaelic. The wider ER&P directorate remit covers community engagement and economic development, volunteering, strategic partnerships, grants, fundraising and management of the CEOs office.

This is one of three new posts created to oversee the implementation and initial delivery of Our Past, Our Future - the new strategy for Scotland's historic environment, including the setting up of new delivery mechanisms and performance management systems and processes. Quality data and information will be vital to the effective delivery of the new strategy, to establishing baselines, and evidencing success. As lead body for the sector we are tasked with enabling delivery of the strategy, we have a responsibility to communicate the value and contribution of the historic environment to the nation. We are keen to see new data reported in a way that meets our expressed intention to make the



strategy reporting more visible, accessible and dynamic to policy-makers, partners and the public, and this post will be of key importance to this work.

You will report directly to the National Strategy Programme Manager and work closely with the National Strategy Coordinator. You will have day-to-day responsibility for collecting, cleaning, analysing and presenting data connected to the strategy priorities, outcomes, actions, and performance measures. The role will also allow for the evaluation of systems and processes to provide simple efficient solutions through data modelling. There is also scope to carry out predictive analysis to aid with forward planning. You will work collaboratively across the organisation and with external data teams, networks and relevant partners and stakeholders. Key outputs will include annual performance reports which amalgamate Scotland's Historic Environment Audit, and more regular updates to the strategy webpages with the aim of providing the most current analysis, performance data and information for sector and wider audiences. We anticipate also that there will be a need to commission research and data gathering exercises to support the strategy.

While in this role there will be ample opportunity for your own learning and development in business skills, people skills and further advancement of professional data skills and knowledge.

While this role will be contractually based at Longmore House, Edinburgh, hybrid working is available. You will be expected to travel on occasion in the role to attend meetings, workshops or other in person events.

Key responsibilities, duties and objectives

Management

- Manage data projects, including planning and stakeholder engagement
- Establish and coordinate the work of a Strategy Data and Evidence group or network comprised of internal colleagues and representatives from key partner organisations to support strategy delivery and reporting.

Data Handling and Analysis

- Identify and acquire data from primary or secondary sources, including commissioning research.



- Collect and migrate data to and from a range of systems and sources. Manipulate and link data to facilitate reporting.
- Identify required cleaning and preparation methods and data limitations.
- Provide ad-hoc analytics/insights to support decision-making in relation to strategy delivery.
- Provide support to the National Strategy team and Strategy and Policy Team as and when required to meet wider team objectives related to business requirements.

Reporting

- Establish strategy data and reporting requirements to provide meaningful and timely information, working with the National Strategy Programme Manager and Head of Strategy and Policy, under the oversight of the Strategy Steering Group that will comprise senior leaders from HES and key deliver partners.
- Work with the National Strategy Programme manager and The National Strategy Coordinator to prepare reports, papers, briefings and presentations for our Executive Leadership Team, Board, the National Strategy Steering Group, Scotland's Historic Environment Forum and Scottish Government as required.
- Develop and design templates for both static and interactive reports to meet a range of reporting requirements, audience types and levels, including the new strategy webpages.
- Communication through written reports and oral presentations tailored to a variety of audiences.

Process and Performance improvement

- Develop and implement data collection and data analyses systems and other strategies to provide the quality data needed for the new strategy delivery in a timely and efficient manner.
- Work across internally and with external partners to identify and resolve problems associated with data processes and products as they occur to ensure current and accurate data capture and reporting.
- Provide insights by collaborating with others within and outside the organisation to establish new methods and associated measures for performance monitoring.



- Proven ability to develop effective internal and external stakeholder relationships

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:

- Demonstrate through experience, an ability to confidently lead on data collection and analysis projects.
- Demonstrate exceptional attention to detail.
- Demonstrate experience of delivering technical reports from start to finish with minimal supervision to a high standard of written English.
- Demonstrate experience of delivering oral presentations and leading interactive workshops.
- Have experience of tailoring content to different audiences across a range of levels including senior management level.
- Demonstrate experience of being resourceful and proactively seeking out answers/options/solutions.



- Demonstrate ability to build and maintain effective internal and external stakeholder relationships.
- Demonstrate strong oral and written communication skills.
- Advanced Microsoft Excel skills: including PIVOT tables and Power Query.
- Advanced Microsoft Word skills: including the creation of bespoke styles, and advanced formatting.
- Advanced Power BI skills: including creating informative user-friendly dashboards, and a level of competence in using DAX for creation of bespoke 'measures'; similar experience with other software packages may be considered as an alternative.
- Demonstrate experience using SQL or Python/Pandas to clean data.

Desirable requirements:

- Experience in social research
- Knowledge of the historic environment or relevant sector(e.g., arts and creative industries, tourism, construction)
- Experience using collaborative working tools such as Microsoft TEAMS, Trello, Miro and SharePoint.
- Experience using supervised and unsupervised machine learning techniques.
- Good knowledge of Adobe packages including Illustrator and InDesign.
- Experience of using ArcGIS or QGIS for spatial data.

Qualifications & Professional Memberships:

- Essential – Qualifications, skills or experience at [SCQF level 9](#) (e.g. Ordinary Degree) in a relevant subject such as maths, statistics, sciences or transferrable skills in combination with experience working in Data Analyst (or comparable) role.
- Desirable – Qualifications, skills or experience at [SCQF level 10](#) (e.g. Honours Degree) in a relevant subject, e.g. Data Analytics, Data Science, Quantitative Risk Management.



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



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- 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.



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How to apply for this post

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

We are looking for you to complete a statement of competence looking at the essential and desirable requirements of this role. Guidance on completing a statement of competence can be found in the 'Recruitment Guidance' 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, 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 Adam Jackson, Head of Strategy and Policy, adam.jackson@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