



# Electrician

**Closing Date: Wednesday 8<sup>th</sup> May, midday**

**Expected Interview Date: w/c 20<sup>th</sup> May**

## Recruitment

### Reference:

HES/24/084

### Starting Salary:

£27,149 per annum

### Salary Range:

£27,149 - £30,221 per annum

### Pay Band:

B

### Directorate:

Operations

### Location:

Stirling Castle

### Line Manager:

Kevin Schultz,  
Electrical Works  
Manager

### Contract Type:

Permanent

### Working Hours:

Full Time (Annualised hours)

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

You will be required to carry out planned preventative maintenance & corrective tasks along with project work within key sites mainly; Stirling Castle, Argylls Lodgings, Central Stores Depot & The Engine Shed Training Centre ensuring public safety and compliance with current regulations. This is a chance to join a busy and dedicated team of staff working in some of the highest profile scheduled ancient monuments 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 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 Stirling Castle M&EE (Mechanical & Electrical Engineering) Team has responsibility for day-to-day maintenance of Stirling Castle, Argylls Lodgings, Central Stores Depot, Engine Shed and various other buildings in the Central Region in which you will be required at times to assist with support to the other depots in the region. Working with planned preventative maintenance systems involving regular and routine inspection of all electrical installations including the testing of fire alarms and emergency lighting. Fault finding, repair and renewal of light industrial distribution systems and switch gear, maintenance of public area small power and lighting in support of the visitor services and retail operations, and small projects when required.

The M&EE team consists of 2 other site-based Electricians.

### **Working Hours**

The normal weekly hours of work will be 42.5 hours in Summer & 31 hours in Winter.

Current summer (April - October) working pattern is Monday – Friday 9 hours per day, Friday 6.5hrs & winter (October - March) working pattern is Monday - Wednesday 8 hours, Thursday 7 hours.

Starting and finishing times will be fixed by local management after discussion with the MCU (Monument Conservation Unit) and not later than 1 April of that working year.

Overtime working may be required at times to carryout repairs/testing when this can't be done in normal working hours & to maintain cover at functions and events within the Stirling area.

## Key responsibilities, duties and objectives

### **Duties as follows:**

- Carrying out electrical work in the region in accordance with 18<sup>th</sup> edition and current safety regs.
- Testing fire alarms and emergency lighting and recording of same.
- Maintenance of public area small power and lighting in support of the visitor services and retail operations.
- Carry out EICR testing and remedial work relating to electrical safety and compliance.
- Carry out planned preventative & corrective maintenance & operations.

Historic Environment Scotland – Longmore House, Salisbury Place, Edinburgh, EH9 1SH  
Scottish Charity No. SC045925  
VAT No. GB 221 8680 15



- Be familiar with all HES policies directly related to works on site and staff management.

- 

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

- Carry out work in line with regulations and risk assessment/method statements.
- Maintaining site documentation is up to date including reports and fire folders; and
- Attend toolbox talks and daily briefings applicable to the works being carried out.
- Maintaining Certificates of training & competencies are kept up to date.



## 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)

## 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:**

- C.S.C.S/E.C.S. card
- S.Q.A/S.J.I.B./J.I.B. certificates
- 18<sup>th</sup> edition I.E.E. regulations
- Relevant experience

### **Desirable requirements:**

- IOSH Working Safely
- Knowledge of AMTECH system
- IT Literate in Word and Excel
- O.N.C./H.N.C. electrical, electronic engineering

### **Qualifications & Professional Memberships:**

- S.J.I.B. card an advantage

### **Health Screening:**

Given the nature and working environment of this role; a pre-employment health screening will be undertaken for the successful post holder – any offer of employment will be subject to satisfactory checks.



## 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 should 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 [centralrecruitment@hes.scot](mailto:centralrecruitment@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 Kevin Schulz at [kevin.schultz@hes.scot](mailto:kevin.schultz@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.

Thank you

Human Resources  
Historic Environment Scotland