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## Seasonal Assistant Rangers x 3 (Orkney World Heritage Site)

**Closing Date: Friday 17 February 2023, midday**

**Expected Interview Date: W/C Monday 13 March 2023**

**Recruitment Reference:**  
HES/23/006

**Starting Salary:**  
£21,052 pro rata per annum

**Salary Range:**  
£21,052 - £21,872 pro rata  
annum

(This is the full-time, annual  
salary – please note you will  
receive a pro-rata amount  
based on the hours/months  
worked)

**Pay Band:**  
A

**Directorate:**  
Operations

**Location:**  
Historic Environment Scotland  
properties in and around the  
Heart of Neolithic Orkney  
World Heritage Site

**Line Manager:**  
Ranger, Sandra Miller

**Contract Type:**  
2 x Full time - 5-month Fixed  
Term Contract (May to  
September)

1 x Part time – 5-month Fixed  
Term Contract (May to  
September)

### **Working Hours:**

Full time roles – 37 hours per  
week (working 5 out of 7 days)

Part time role – 22.5 hours per  
week (equates to 3 days per  
week- ideally Saturday,  
Sunday and Tuesday.)

Thank you for your interest in the post of Seasonal Assistant Ranger with Historic Environment Scotland, based in the Heart of Neolithic Orkney World Heritage Site with a focus on the Ring of Brodgar and the Stones of Stenness. This is a seasonal and pensionable appointment.

You will be expected to provide a world class welcome to visitors to the Heart of Neolithic Orkney. The role is varied and includes assisting the Ranger Service with a wide variety of duties including patrols.

### **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 policy 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.



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- The historic environment is cared for and championed by a high performing organisation.

## Overview of the post and information about the team

Historic Environment Scotland Ranger Service was established to enhance the understanding and appreciation of the cultural and natural history of sites within the care of Historic Environment Scotland. The Rangers are based at the two Royal Parks of Holyrood and Linlithgow, as well as within the Heart of Neolithic Orkney World Heritage Site. All are managed by the Ranger and Visitor Services Manager who reports to the relevant Head of Region. The Service sits within the Operations Directorate, sharing close links with the Marketing & Engagement and External Relations & Partnership Directorates. The team comprises 1 x Ranger & Visitor Services Manager, 1x Senior Ranger, 7x Rangers, 13 x Assistant Rangers (including part time and seasonal roles), 1 x part time Front of House Steward and 1x Ranger Service Business Support Officer.

The Seasonal Assistant Ranger position within our Service forms part of a team of Rangers across our sites who play a pivotal role through actively seeking to engage with each site's wide variety of visitors, other user groups and local communities.

You should be willing to work outdoors for long periods of time and have experience of proactively engaging with and talking to members of the general public. You should be able to interpret the sites for our audience's enhanced enjoyment, access, and appreciation, while at the same time encouraging their responsible behaviour and use of the sites to help us protect them and their cultural significance for current and future users.

The Rangers' and Seasonal Assistant Rangers' tasks and roles focus on patrolling, visitor safety and operational management. You will have a strong focus on visitor engagement, landscape protection and nature conservation, and will be expected to set exemplary standards. There will be opportunities to assist in the development and delivery of learning activities, community engagement and with volunteers

## Key responsibilities, duties, and objectives

- Conduct regular patrols of Historic Environment Scotland sites to provide a world class welcome, providing a continual presence on key sites, such as Ring of Brodgar or Standing Stones of Stenness during peak summer periods.
- Resolve conflicts and ensure compliance with the Ancient Monuments and Archaeological Areas Act 1979, and Wildlife and Natural Environment (Scotland) Act.
- Exercise a general duty of care for visitors, staff, over sites and to ensure that all the Health and Safety requirements of current policies, legislation and guidelines are followed.
- Co-operate across the Directorate and wider organisation to assist with the identification, development and planning of projects and initiatives that deliver formal and informal cultural and environmental education programmes, interpretation, engage the local community and other groups, pro-actively across the World Heritage Sites and other Historic Environment Scotland properties, as well as providing a varied and relevant events and guided walks programme.
- Lead activities such as guided walks, learning groups, events and provide public talks as required.
- Undertake, where appropriate, work associated with the monitoring, protection, and enhancement of the archaeological, geological, and natural features of sites, as well



as their infrastructure. Collate records and reports to submit to appropriate teams or organisations.

- Communicate effectively with a wide range of organisations, individuals and volunteers through personal contact and meetings, print, broadcast, and electronic media.
- Assist with the establishment and maintenance of close, consultative links with members of the public, relevant local, regional, and national bodies or organisations in the public, private and voluntary sector, particularly those with a special interest in protecting and conserving the natural and built environment.

## 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:**

- Possession of a current full UK driving licence.
- Knowledge and experience in delivering customer care.
- You should be friendly and outgoing, approachable, and helpful, be able to work on your own initiative and be an excellent team player and first-class communicator.
- Willingness and enthusiasm to work outside for long periods.

### **Desirable requirements:**

- Knowledge, understanding and experience of Health and Safety/Risk Assessment development and application.
- Working knowledge of visitor attraction sector.

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

- A recognised qualification, at any level, in interpretation, archaeology, history, heritage education, environmental education, natural science, countryside recreation, or conservation management, although consideration will be given to candidates demonstrating extensive knowledge of cultural or environmental matters, event or public safety management. - **Essential**
- Knowledge of languages - **Desirable**
- First aid certificate, however training can be provided - **Desirable**



## 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.



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## 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.

Please contact us if you need the job description, person specification and / or application form in an alternative format or if you require any other adjustments because of a disability. HES is committed to making reasonable adjustments and is happy to answer any questions you may have about the recruitment process in order that you can identify any adjustments that may be required.

HES is committed to not only avoiding unlawful discrimination against people with protected characteristics under the Equality Act 2010, but also to positively promoting equality and doing more than equality law requires.

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.

Alternatively, you can request electronic or paper copies of the application pack by emailing [opsopr-northadmin@hes.scot](mailto:opsopr-northadmin@hes.scot), quoting the job title and recruitment reference.

For further information about the post, please contact Sandra Miller, Ranger via email [sandra.miller@hes.scot](mailto:sandra.miller@hes.scot) or via phone 07748146458.

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.

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.

Thank you.

Human Resources  
Historic Environment Scotland