

Cultural Assets Technical Officer

Closing Date: Wednesday 13 March 2024, midday

Expected Interview Date: Mid-April 2024

Recruitment Reference:

HES/24/044

Starting Salary:

£38, 988 per annum

Salary Range:

£38, 988 - £44, 797
pro rata per annum

Pay Band:

D

Directorate:

Cultural Assets

Location:

Flexible across
Scotland

Line Manager:

Pauline Megson,
Estates Strategist

Contract Type:

Fixed term to 31
January 2025

Working Hours:

Full time (currently
37 pw and changing
to 35 from 1 April
2024)

Thank you for your interest in the post of Cultural Assets Technical Officer with Historic Environment Scotland. This is a fixed term and pensionable appointment.

You will work within the Policy, Strategy and Systems Team supporting HES fulfil its functions under the Scheme of Delegation. Working across Cultural Assets Directorate you will support Senior Managers to set out the strategic direction, standards, procedures, and guidance to develop a new Strategy for the Properties in Care of Scottish Ministers and deliver the Asset Management Plan across key areas of understanding, care, operation, improvement, and transformation of the property portfolio.

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 Policy, Strategy and Systems Team within the Cultural Assets Directorate supports the delivery of the care and conservation of the 336 Properties in the Care of Scottish Ministers. The Head of Policy, Strategy and Systems leads the team and is responsible for the strategic management and investment associated with the assets.

You will provide support to the Estates Strategist to assist HES fulfil its functions under the [Schemes of Delegation](#). You will also work across the Directorate to support Senior Managers in this area of work.

This involves setting out the strategic direction, standards, procedures, and guidance to develop a new Strategy for the Properties in Care of Scottish Ministers and deliver the Asset Management Plan across key areas of understanding, care, operation, improvement, and transformation of the property portfolio. Specific areas of current activity include sustainable development, systems, inspection and monitoring of fabric, compliance assurance, landscape and infrastructure condition, and investment need. You will also play a role in managing cross directorate projects and leading specific project activity.

Key responsibilities, duties and objectives

The main duties of the post are:

- Provide technical support to the Estates Strategist, the Head of Policy, Strategy and Systems, and other Cultural Assets Senior Managers helping set out the strategic direction of travel for development of a new Strategy for the Properties in Care of Scottish Ministers, and delivery of the Asset Management Plan and associated Projects.
- Assist in developing policies, standards, procedures, and guidance to deliver the Asset Management Plan across key areas of understanding, care, operation, improvement, and transformation of the property portfolio to provide compliance assurance and ensure national consistency.
- Assist with developing processes and systems for inspection and condition monitoring of fabric, systems, landscape, and infrastructure at the PICs.
- Lead on discrete project management and delivery of associated projects and maintain thorough project documentation.

- Coordinate information, and support and prepare for the integration of relevant datasets into asset management systems.
- Support the preparation of papers and presentations. Apply and present property portfolio data for a variety of audiences including Director of Cultural Assets, Senior Managers, HES Comms, HES Board and Scottish Government sponsor body as required.
- Undertake engagement and development work to ensure our strategic asset management thinking is forward looking and innovative where it needs to be.
- Work with colleagues to design process and systems development.

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:

- Able to demonstrate basic knowledge of historic environment and keen interest in traditional materials, forms of construction and conservation
- Good knowledge of Microsoft Office and Microsoft Teams
- Strong communication skills
- Ability to collate, analyse and disseminate data and information at speed
- Ability to prioritise tasks and meet tight deadlines
- Confident IT skills across multiple platforms and ability to learn new skills - GIS etc.
- Good presentation skills and experience
- Good analytical skills and experience
- Effective influencer – ability to influence and engage senior managers within the organisation

Desirable requirements:

- Advanced knowledge of Microsoft packages
- Knowledge and experience of conservation practice
- Project Management experience and delivery of programmes of work
- Proven ability to collate and analyse data
- Working knowledge of relevant areas of compliance associated with property and facilities management
- Working knowledge of construction management and relevant health and safety requirements
- Awareness of Asset Management principles
- Interest in relevant issues around traditional materials and skills, collections, climate change, sustainability etc.

Qualifications & Professional Memberships:

- You should have an [SCQF Level 7 qualification](#) in construction or conservation disciplines and ideally be educated to degree level



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, 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 Pauline Megson, Estates Strategist, via email at pauline.megson@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