

District Works Manager (Fort George)

Closing Date: Wednesday 13 March 2024 (Midday)

Expected Interview Date: w/c 25 March 2024

**Recruitment
Reference:**
HES/24/010a

Starting Salary:
£38,988 per
annum

Salary Range:
£38,988 - £44,797
per annum

Pay Band:
D

Directorate:
Operations

Location:
Fort George

Line Manager:
George Leese,
Regional Works
Manager

Contract Type:
Permanent

**Working
Hours:**
Full-time 37hrs

Thank you for your interest in the post of District Works Manager at Fort George, with Historic Environment Scotland. Your base location is Fort George. You will be expected to travel to visit sites and stakeholders across your appointed District, and on occasion to other locations in Scotland. This is a permanent and pensionable appointment.

Along with the District Architect/Surveyor(s) you'll jointly lead property conservation and operational asset management within the Fort George District, running a successful operation that cares for the condition of our properties now, and for the future. You'll lead a multi-discipline team of colleagues, creating an empowering culture that inspires innovation, collaboration and continuous improvement.

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 District Works Manager is a management role in our Operations Directorate. The Operations Directorate is a newly created Directorate that will strengthen our regional footprint and, for the first time bring together under one directorate, delivery of many of HES' activities at a regional and local level across Scotland.

Reporting to the Regional Works Manager, the postholder will manage the operational delivery of asset management activities across all Properties in Care, and scheduled monuments within the district. You'll bring a practical knowledge of the unique requirements of undertaking property and conservation works in the historic environment, working confidently across the specialist standards, legislation, processes, and skills needed to care for historic monuments and ensure they are safe environments for colleagues, visitors, and the wider community.

You will be in a team with other District Works Managers and will also work closely with your partners in the visitor and community services teams, who lead on the delivery of visitor experiences, community engagement and commercial activities. Together you will deliver for HES an efficient and well-prioritised conservation and operational asset management service, creating an excellent experience for visitors and enriching local communities now, and for generations to come.

You'll line manage a team of Works Managers, with strong people management skills. You'll encourage a culture of collaboration, empowerment, and innovation, with attention to detail and an enthusiasm for finding ways of using available resources flexibly, efficiently, and effectively to make the biggest impact in alignment with our range of Corporate Priorities.

You'll have a good understanding of the policies, processes, procedures, and guidance related to the condition and care of our properties, working with colleagues across HES to make sure our properties are consistently safe, legally compliant, and professionally maintained environments. You'll support the Regional Works Manager in delivering our Climate Change activities at a local level, working collaboratively across the Directorate to understand and implement the latest guidance.

You will support the wider work of the Directorate and of HES by working collaboratively and sharing your insight and experiences with colleagues. Coordinating with partners across HES, you'll help land projects and initiatives in your District, getting involved in design, communication, delivery, and review. You'll also have a vital role in supporting the work of our visitor and community team as they seek to connect visitors and communities with our properties and the stories that give them life. You'll constructively negotiate with them over plans for works on your sites, work

flexibly over the use of resources, and support with the delivery of visitor and community engagement activity where needed.

You will have strong customer and business improvement focus to HES, able to balance competing priorities with an eye for detail and the ability to think about the wider impact of your decisions. You will be tenacious and resilient, required to demonstrate excellent judgement, initiative, and collaborative skills. You will place care and safety for our strategic assets and climate change activities at the heart of what you deliver alongside providing support to enable regional decision making, maximising our conservation activities, visitor experiences and achieving the KPI's under our Corporate Plan for HES within your District.

Key responsibilities, duties, and objectives

Overall Planning

- Support the Regional Works Manager with the development and maintenance of multi-year plan of site and district-level conservation and property maintenance activity for your Region, including preparing annual estimates for all proposed works. Maintain a District-level plan of operational and engagement activity.
- Support the wider priorities of the Directorate, including the delivery of visitor and community services, by working collaboratively with colleagues, cross-functionally and cross-Regionally, to solve problems and implement the best solution for the organisation with the resources available to you.
- Support leaders in the Directorate and partners across the organisation with the continuous development of HES by sharing insights and data from your District and working collaboratively to deliver projects and improvements relevant to your role. This includes the regular submission of statistical data to measure corporate performance.

Conservation and operational asset management delivery

- Manage the conservation and property compliance and operational asset management activities for all properties within the district, ensuring consistent national technical standards are applied, delivering against agreed performance indicators, and ensuring at a District level that HES can meet its obligations under the Scheme of Delegation. In doing so, implement plans for sites in conjunction with other parts of the organisation such as interpretation and national investment team.
- Effectively and efficiently manage the resourcing levels and operating standards associated with conservation and operational asset management at sites within your District, to deliver a successful service.
- Support the Regional Works Manager with the delivery at a District level of our climate change activities, working closely with colleagues across HES to identify opportunities, understand the latest guidance, implement projects, and deliver against targets.
- Provide specialist guidance regarding conservation, property condition, safety, and compliance to support colleagues from across HES with the safe delivery of onsite activities. This may extend to being present at events or event set-up where appropriate.

- Adhere to and maintain inspection and reporting systems for works to comply with all relevant regulatory requirements, guidance from government bodies and in accordance with the Asset Management Standards and Assigned Authority Document and other HES principles and standards, including supporting with national projects.
- Ensure compliance with all aspects of health, safety, security, and colleague wellbeing in relation to conservation activities, property works, condition and maintenance across the district.
- Manage the procurement process for work in the district end-to-end, including major and minor works contracts, hire of labour contracts and service contracts for ongoing conservation and maintenance, and one-off projects. Obtain services and goods in accordance with the relevant regulations and procedures, working with colleagues across HES to use resources efficiently and securing contracts that represent value for money.
- Input into the digital record and management of the properties in the district as required, ensuring compliance with processes and procedures for the systems.

Stakeholder management

- Build and maintain constructive relationships with internal and external stakeholders and partners relating to the conservation and property operations within your District. Manage working relationships with stakeholder groups assigned to the role.
- Support colleagues across HES, and external stakeholders when required, with specialist advice and insight relating to the role, including to support the development of visitor and community engagement activity relating to conservation and property works.
- Proactively seek to build and maintain an understanding of the wider context in which decisions are made and actions taken, staying informed on the key activities happening within the Region and the major activities and priorities for the organisation.

Management

- Effectively and efficiently manage the budget allocated to conservation and operational asset management within the district and ensure compliance with HES governance arrangements.
- Lead and manage a team of multi-disciplinary colleagues, complying with HES policies and procedures, and encouraging a culture of empowerment, developing colleagues to support HES in realising our ambition and enabling us to be a great place to work for all. Line management of the Works Managers in the District.
- Support the ongoing development of skilled conservation knowledge within HES, working with colleagues across the organisation to encourage lifelong learning and training opportunities to colleagues in the district.
- Role model a proactive, collaborative, outward-facing culture, thinking creatively about opportunities, developing networks internally and sharing the work and experiences of colleagues in the district with the wider Directorate and organisation.

- Partner with the other District Works Managers to ensure effective cover in the event of absence, and as part of an on-call rota covering business continuity incidents on weekends and public holidays.

Post Competencies

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 your team - Leading and 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:

- A traditional trade background, or [SCQF Level 7](#) in construction with operational experience of managing trades and craft roles.
- Extensive managerial experience of successfully managing multiple projects with competing priorities
- Practical knowledge and experience of relevant health and safety requirements in a construction and workplace setting including CDM
- Proven experience of managing health and safety in a historic property with public access, including experience of surveying and assessment
- Demonstrable experience in leading teams and effective management and development of a multi-discipline staff group
- Practical knowledge and experience of relevant areas of compliance associated with property and facilities management
- Practical knowledge and experience in procurement processes and management of contractors
- Practical knowledge of current conservation practices and techniques relating to the historic built environment
- Practical knowledge of managing the impact of climate change on historic properties and experience implementing initiatives to reduce the impact of property operations on climate change.

- Experience working collaboratively cross-functionally to solve problems or deliver services
- Excellent communication skills and attention to detail
- Good knowledge of Microsoft Office, particularly Excel
- A full driving license/car user and willingness to travel

Desirable requirements:

- Experience managing a budget and delivering savings against expected costs
- Awareness of Asset Management principles
- Familiarity with the programming software e.g., ASTA, MS Project

Qualifications & Professional Memberships (Essential):

- [SCQF level 7](#) in a construction qualification or equivalent trade qualification
- Site Safety Management Certificate held or willing to make an application

Qualifications & Professional Memberships (Desirable):

- Relevant H&S qualifications - IOSH Risk Management etc.
- Chartered membership of one of the building and construction professions would be desirable, as would membership of any related body such as the Chartered Institute of Building (CIOB), ICW membership, Association for Project Management (APM) or the British Institute of Facilities Management (BIFM)

What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also 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 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 George Leese, Regional Works Manager via email at George.leese@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