



# Heritage Recording Graduate Trainee

**Closing Date: Wednesday 8 February 2023, midday**

**Expected Interview Date: Wednesday 22 February and Thursday 23 February 2023**

## Recruitment Reference:

HES/23/005

## Starting Salary:

£23, 571 per annum

## Salary Range:

£23, 571 to £26, 442 per annum

## Pay Band:

Band B

## Directorate:

Heritage

## Location:

John Sinclair House,  
Edinburgh

## Line Manager:

Heather Stoddart,  
Measured Survey Manager

## Contract Type:

2 years' fixed term

## Working Hours:

Full time (37 hours), flexible working

Thank you for your interest in the post of Heritage Recording Graduate Trainee at Historic Environment Scotland, based at John Sinclair House in Edinburgh. This is a 2-year, fixed term traineeship within the Building Recording team of HES's Heritage Directorate.

You will work with our specialist survey staff, to learn about recording and investigating buildings of all types, to participate in our survey work producing archival records and to bring the results of this work to the public via our website, Canmore.

## 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 Heritage Recording team is made up of built heritage professionals with backgrounds in history, architecture, geography and industrial archaeology, together with specialist photographers and surveyors, who collectively work to understand and record the historic built environment of Scotland. The role of Graduate Trainee will work alongside our specialist survey staff to gain experience in the skills of the Heritage Recording team and to learn about the wider work of the Heritage Directorate.

You will be expected to make fieldwork visits throughout the historic environment of Scotland, working alongside colleagues in a wide variety of places, from medieval castles to 20th century office developments. You will train in historic building survey, learn how we investigate, research and record these places, and assist in bringing this information to the public via our website Canmore. This post will necessitate occasional working in remote and/or challenging conditions, and travel and overnight stays will be a regular requirement.

## Key responsibilities, duties and objectives

We are offering the opportunity to become involved in the following areas of activity over a defined two year period:

- Learning about the work of HES within the historic environment sector, with a specific focus on building recording and investigation
- Surveying the historic environment using measured survey, mapping and digital imaging
- Using survey to research the significance and heritage interest of historic buildings and industrial sites, archaeology, landscapes and historic environment of Scotland
- Cataloguing and dissemination of survey material and management of historic environment survey data, using HES in-house systems and graphics software

## 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:***

- Knowledge and interest in built heritage and the archaeological environment of Scotland
- Good research skills and the ability to write descriptively in plain English
- A demonstrable ability in graphic communication or drafting skills, and an ability to draw by hand
- The ability to communicate clearly and effectively with the public and colleagues across the sector
- A good knowledge of Microsoft packages and the ability to quickly become familiar with other software packages and IT systems
- Driving licence or alternative method of transport in order to regularly travel throughout Scotland, including to remote, rural locations
- Good time management and planning skills, with the ability to prioritise and manage tasks to deliver objectives

***Desirable requirements:***

- A developing professional interest in industrial buildings and archaeology

***Qualifications & Professional Memberships:***

- You should have graduated within the last 3 years, achieving a minimum of an honours level undergraduate degree ([SCQF Level 10](#)) in a built heritage-related subject (architecture and/or architectural history, medieval/post-medieval archaeology, building surveying or conservation studies). (essential)
- We do not require membership of any professional bodies for a trainee role, but any student affiliations are welcome.

**You will be required to present a portfolio of a minimum 3 pieces of hand-drawn artwork or survey at interview for this post.**



## 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, equivalent of 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](mailto: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 Heather Stoddart, Measured Survey Manager, by email, [heather.stoddart@hes.scot](mailto:heather.stoddart@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