



Senior Project Officer

Closing Date: Monday 8 January, mid-day

Expected Interview Date: week commencing 5th February 2023

Recruitment

Reference:

HES/23/296

Starting Salary:

£36,418 per annum

Salary Range:

£36,418-£41,866 per annum

Pay Band:

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Directorate:

Cultural Assets

Location:

Longmore House (Edinburgh) or the Engine Shed (Stirling) with the opportunity to use hybrid working

Line Manager:

Traditional Materials
Project Manager

Contract Type:

Permanent

Working Hours:

Full time, 37 hrs per week

Thank you for your interest in the post of Senior Project Officer with Historic Environment Scotland. You can work either from Longmore House (Edinburgh) or the HES Engine Shed (Stirling) with the opportunity to use hybrid working. This is a permanent and pensionable appointment.

This is an exciting opportunity for anyone with an interest in traditional building materials, heritage, sustainability and circular economy. You will be working as part of a small team to manage research and other projects that promote the supply of local, sustainable and ethical traditional materials and the knowledge needed to use them.

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

You will be working as part of a small projects-focussed team that aims to ensure that Scotland has access to the materials and knowledge needed to care for our built heritage while supporting local, sustainable and ethical materials supply. You will be developing, commissioning and managing research (usually delivered by specialist external consultants) and the creation of dissemination resources and other traditional materials-related initiatives.

You will also help the Traditional Materials Project Manager to coordinate and manage the *Materials Action Plan* Work Programme and associated annual progress reporting.

Your work will deliver outcomes for two key HES strategic strands:

1. The [Climate Action Plan 2020-25](#) sets out how we plan to transform the way we operate in response to the growing climate emergency;
2. The *Materials Action Plan* (unpublished), sets out our priorities for traditional materials related research and initiatives over the coming years and includes a rolling work programme. It delivers against key actions set out in the Climate Action Plan.

The focus of research and other projects is dynamic and shifts as opportunities arise and priorities change. However, current active projects are focused on thatch, earth, timber, circular economy, sustainable procurement and innovation using natural materials.

There will be opportunities to learn and participate in CPD as part of your role.

This role is part of the Technical Research and Projects Team. You will report to the Traditional Materials Project Manager and will work alongside a range of colleagues who focus on Fabric First and Retrofit, Sustainable Development and Heritage Science.

The Technical Research and Projects team provides leadership in the sector by championing knowledge, skills & materials as key to sustaining Scotland's cultural heritage assets. We expand our collective knowledge and expertise through research & applied projects that set standards & provide learning outcomes. We are innovative in outlook & approach, and embrace the opportunities provided by digital technology, whilst using our traditions to provide innovative solutions to today's problems. We enable better stewardship through sharing our knowledge, skills &

expertise through training, education, outreach & engagement, and through learning with and from others.

Key responsibilities, duties and objectives

- Helping to scope projects, writing project initiation documents, project briefs and briefs for consultants with support from your line manager.
- Engaging with potential and existing project partners and stakeholders (internal and external to HES).
- Seeking quotes, appointing consultants, raising purchase orders and managing payments and budget control related to your projects, with support from your line manager and admin team as appropriate.
- Supporting and managing a variety of projects, including management of external consultants.
- Supporting the Traditional Materials Project Manager to coordinate and manage the Materials Action Plan work programme and associated progress reporting.
- Participating in and helping to coordinate a range of internal working groups such as the Thatch Working Group and Metals Working Group. Helping to establish and convene material-specific working groups and events with external partners and stakeholders to support delivery of the Materials Action Plan.
- Supporting the dissemination of knowledge through delivery of presentations and the production of publications, blogs, films and other resources. With colleagues in the Technical Education & Training team, supporting other areas of work such as qualifications and skills development.
- Working with colleagues to provide feedback for materials-related grant applications with support from your line manager and wider team.
- Due to the variety of projects and project partners, you may be required to travel occasionally to meetings, events and site visits with potential overnight stays. Site visits can include locations such as working construction sites, active or historic quarries and other locations depending on the material and project.

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:

- Demonstrable experience in coordinating and managing projects, managing and prioritising your own work load.
- A good understanding of traditional materials and an awareness of the challenges facing the traditional built environment.
- A good knowledge of the decay processes of traditional materials and the remedial measures used in building conservation.
- A good understanding of architectural history and the development of buildings in Scotland.
- Strong interpersonal skills with the ability to work and engage actively with heritage stakeholders, external project partners and members of the public.
- Ability to write and edit technical reports.
- Comfortable delivering outreach and presentations in various media forms.
- Ability to work alone and as part of a team.

Desirable requirements:

- Access to independent transport in order to reach remote sites across Scotland
- Accreditation in project management (Prince2, Agile etc).
- Understanding of the construction sector and the professional landscape.

Qualifications & Professional Memberships:

- An SCQF level 9 university degree or equivalent experience in building conservation or related discipline.



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.

We would like you to complete a statement of competence looking at the essential and desirable requirements of this role. Guidance on completing a statement of competence can be found in the 'Recruitment Guidance' 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 or require this document in a different format, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will assist 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 Ali Davey at ali.davey@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