



Retrofit Skills and Innovation Manager

Closing Date: Wednesday 12 February 2025, Midday

Expected Interview Date: w/c 3 March 2025

**Recruitment
Reference:**

HES/25/009

Starting Salary:

£48,448 pro rata per annum

Salary Range:

£48,448 - £55,053 pro rata per annum

Pay Band:

Band E

Directorate:

Cultural Assets

Location:

Engine Shed, Stirling

Line Manager:

Colin Tennant, Head of Technical Conservation

Contract Type:

Permanent

Working Hours:

Full time, 35 hours per week

Thank you for your interest in the post of Retrofit Skills and Innovation Manager with Historic Environment Scotland, based at the Engine Shed, Stirling. This is a permanent and pensionable appointment.

Your role as Retrofit Skills and Innovation Manager will focus on developing, managing and coordinating activity at our new Retrofit facility in Stirling. This will include leading on stakeholder engagement and programme development, activity related to retrofit skills and heritage science, delivery of training and education in this area, the development and use of innovative low carbon materials for the retrofit of traditional buildings, and monitoring, reporting and evaluation.

The Retrofit Lab is a new HES facility which will act as a hub for our activity around low carbon retrofit of traditional buildings. This has been made possible by a grant from AHRC which covers the establishment of the Retrofit Lab and funds this post. The new facility will act as a hub for low carbon retrofit of traditional buildings by delivering training and education, allowing the use of innovative building performance evaluation equipment, and promoting the use of low carbon materials. The Retrofit Lab is part of the UK-wide AHRC RICHeS network (Research Infrastructure for Conservation and Heritage Science - <https://www.riches.ukri.org/>), and the post-holder will have primary responsibility for engagement with the RICHeS network and cohort and for AHRC reporting, monitoring and evaluation requirements.

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 post of Retrofit Skills and Innovation Manager sits within the Technical Conservation Team within the Cultural Assets Directorate in HES. This team is responsible for leading projects related to traditional skills and materials, including retrofit. The post-holder will work closely with colleagues across HES, notably those in Research and Climate Change and Heritage Policy, Consents and Advice Departments.

The Retrofit Lab will be integrated with the Engine Shed facilities and staff, and the post will work closely with the Cultural Assets Technical Education and Training, and Heritage Science teams, based in the Engine Shed. In particular, there will be dedicated Programme Delivery Officer support for the Retrofit Lab, and ongoing engagement with the Quality Assurance Manager.

The post of Retrofit Skills and Innovation Manager covers four broad areas of responsibility: leading HES's activity with the RICHeS network; developing and managing the Retrofit Lab programme and facility; delivering and coordinating retrofit skills activity; and developing activity around low carbon retrofit materials.

You will develop the Retrofit Lab programme, including coordination with the RICHeS network and engagement with a wide range of stakeholders and establishing relationships with potential partners. You will lead activity working with material manufacturers and suppliers looking at applications of low carbon retrofit materials to

traditional buildings. This will include working with building owners to utilise the Retrofit Lab's equipment to evaluate the performance of retrofit measures. The postholder will also be responsible for measuring the impact of this activity.

You will provide leadership within HES on work related to retrofit skills and will be responsible for leading on delivery of our energy efficiency training at the Retrofit Lab. The post holder will also coordinate other training delivered by external partners in the use of equipment at the Retrofit Lab such as thermographic cameras.

Key responsibilities, duties, and objectives

- Development of the Retrofit Lab programme and service offer, including undertaking project screening requirements, market research, stakeholder engagement and liaison with RICHeS partners across the UK.
- Lead on delivery of the content for the Level 3 Award in Energy Efficiency Measures for Older and Traditional Buildings qualification for HES. This will include acting as a tutor on the course and exploring opportunities for partnership delivery.
- Explore opportunities to influence retrofit skills activity and training outwith HES.
- Coordinate the delivery of relevant training in building performance monitoring – such as thermography, and moisture monitoring in buildings. The expectation is not that the postholder will deliver this training, but rather, to be able to coordinate delivery at the Retrofit Lab.
- Responsibility for overseeing day-to-day operations of the Retrofit Lab.
- Manage the use of the equipment at the Retrofit Lab by a range of partners including housing associations, academic institutions, material manufacturers and professionals.
- Ensure that the Retrofit Lab equipment is maintained and serviced correctly.
- Lead on regular recording and reporting on activity undertaken by the Retrofit Lab to AHRC, internal HES stakeholders and external parties as appropriate. Responsibility for data sharing (as appropriate) with RICHeS Heritage Science Data Service <https://www.riches.ukri.org/funding/what-we-have-funded/heritage-science-data-service-hsds/>.
- Undertake monitoring and evaluation, with a focus on impact and benefits realisation.
- Work with existing and new partners across heritage and built environment around retrofit skills and innovation.

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:

- Knowledge and understanding of traditionally constructed buildings in Scotland.
- Knowledge and understanding of building performance monitoring using scientific approaches (such as airtightness testing, thermography, and monitoring of moisture in buildings).
- Knowledge and understanding of retrofit, including methods and materials.
- Demonstrate an ability to manage a diverse and interdisciplinary programme of work and deploy resources effectively, focused on outputs.
- A strong knowledge of traditional materials, forms of construction, decay mechanisms and intervention.
- An understanding of relevant standards such as PAS2035, RdSAP and relevant Scottish Government Legislation.
- Knowledge of developing and delivering qualifications and learning materials.
- Ability to represent the organisation in a leadership role in complex scenarios. through excellent communication skills particularly those related to retrofit skills
- An ability to communicate and understand the opportunities for the traditional built environment from retrofit and the use low carbon materials with a range of different audiences.
- Experience of business or service development.

Desirable requirements:

- Experience in using scientific equipment, including thermal cameras, and experience measuring U-values and air-tightness.

- Experience of undertaking or commissioning building performance monitoring.
- Knowledge and understanding of the retrofit of traditionally constructed buildings.
- Experience in managing budgets.
- Knowledge of embodied carbon assessment methodologies and assessment of low carbon materials.
- Experience of undertaking research projects and reporting, monitoring and evaluation programmes.
- Experience in identifying and developing new business ideas and relationships.

Qualifications & Professional Memberships:

- Essential: An SCQF Level 10 in a relevant discipline is essential, including architecture, science, engineering, surveying, building technology.
- Desirable: An SCQF Level 11 in a relevant discipline is desirable.
- Desirable: You will have or be working towards professional membership of a relevant technical discipline as above or relevant body such as IHBC, CIOB, RIAS, RIBA, RICS, CIAT, ICE.
- Desirable: You will have or be working towards obtaining full Conservation Accreditation within your relevant professional body.



What we offer

We welcome applications from all nationalities, assuming 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
- Childcare vouchers
- Reimbursement for relevant professional subscriptions
- Support for further education and personal development
- Study leaves 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.



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

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 Colin Tennant, Head of Technical Conservation via email at colin.tennant@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