



Administration Officer

Closing Date: Wednesday 12th June, midday

Expected Interview Date: w/c 24th June 2024

Recruitment Reference:

HES/24/131

Starting Salary:

£27,149 per annum

Salary Range:

£27,149 - £30,221 per annum

Pay Band:

B

Directorate:

Operations

Location:

Croft an Righ House,
Edinburgh

Line Manager:

Fiona Thurston, Office
Manager

Contract Type:

Permanent

Working Hours:

Full time (35 hours per
week)

Thank you for your interest in the post of Administration Officer with Historic Environment Scotland, based at Croft an Righ House, 30/30a Croft-an-Righ, Edinburgh, EH8 8ED. This is a permanent and pensionable appointment.

This post sits within the Planning & Reporting Team providing a support service to the Operations Directorate South teams including the Regional Technical Team, Conservation and Works Team and the Visitor & Community Teams. You will provide administration support, which will include facilitating the purchase of goods and services and the ongoing recruitment of the visitor facing and works team. The office also acts as a hub to support the Operations activities within the region.

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 work within South Region, as part of the Operations Directorate of Historic Environment Scotland. You will be part of the administrative support team based at Croft an Rìgh House. The team supports a variety of staff based at Croft an Rìgh and at Monuments and Depots across the Region. South Region includes a number of high-profile monuments in the care of Scottish Ministers including Glasgow Cathedral and Linlithgow Palace, as well as the Borders Abbeys. The administrative support team in South is composed of one Office Manager and three Administrative Officers, of which this post is one.

Key responsibilities, duties and objectives

- Responsibility for the processing and collation of various financial orders/goods received notes using Oracle Fusion
- Monitoring reports and providing support on a range of miscellaneous contract and finance related matters
- Attending meetings and taking minutes on a regular basis
- Undertaking general administrative duties including collation of data, organising accommodation and transport and the answering of general queries from both within and out with the organisation
- Acting as a delegated recruiter for South Region by supporting hiring managers, managing the E-Recruitment process and collating paperwork for pre-employment checks
- Answering general queries from both within and out with the organisation
- Any other duties as requested by the Office Manager on an ad hoc basis

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:

- A working knowledge of Microsoft Office software package, particularly Word and Excel.
- Knowledge of Finance software similar to the Oracle (Fusion) system used by Historic Environment Scotland.
- Experience of working in an Admin role – particularly experience of purchase ledgers and recruitment.
- Experience of organising meetings and minute taking.

Desirable requirements:

- Awareness of Health & Safety in an office environment.
- Mailbox management
- A basic understanding of the historic built environment



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 should 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 southrecruitment@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 Fiona Thurston, Office Manager via email at fiona.thurston@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.

Thank you

Human Resources
Historic Environment Scotland