



HISTORIC
ENVIRONMENT
SCOTLAND

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Lead Information Manager

Closing Date: Wednesday 1 February 2023, midday

Expected Interview Date: 8th – 15th February 2023

Recruitment Reference:

HES/23/002

Starting Salary:

£43,960 per annum pro
rata

Salary Range:

£43,960 - £49,953 per
annum pro rata

Pay Band:

E

Directorate:

Finance & Corporate
Services

Location:

Any HES Office by
agreement with Line
Manager.

Line Manager:

Ryan Kerr, Head of
Information
Management

Contract Type:

Permanent

Working Hours:

Full time (37 hours per
week)

Thank you for your interest in the post of Lead Information Manager with Historic Environment Scotland (HES), based at any HES office by agreement with the line manager. This is a permanent and pensionable appointment.

This is a great opportunity to work in a senior role within the rapidly growing information management sector. In this role, you will be the key professional advisor to HES on Data Protection and Information Requests (FOISA, EIR, GDPR) while having responsibility for the management of the Records Management Team.

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 Lead Information Manager plays a key role in the leadership and management of the Information Management department, is the principal professional advisor to HES on all aspects of the General Data Protection Regulation, Freedom of Information (Scotland) Act 2002 and Environmental Information (Scotland) Regulations 2004. You will be responsible for setting the operational direction for HES in both of those areas and in addition, you will be responsible for managing the Records Management function of the team. You will be required to have a deep understanding of all information legislation to which HES is obligated.

You will report to the Head of Information Management, who is also the Data Protection Officer (DPO) for HES.

You will work closely with the Information Management Leadership group and colleagues across HES on delivering the HES Information Management Strategy which seeks to maximise the value of information and data in HES while at the same time ensuring HES remains compliant with all relevant information legislation.

You will be directly responsible for ensuring HES complies with Data Protection and Freedom of Information Scotland & Environmental Information Regulation legislation and have oversight of ensuring HES complies with the Public Record Scotland Act. In doing so you will lead a team of seven professionals:

- Records Management Team which looks after all corporate information, prior to submission for Archive, based on PRSA. They are also responsible for managing the Information Assurance Board and Information Asset Register on behalf of the SIRO and are responsible for the ongoing delivery and maintenance of the HES SharePoint
- Freedom of Information and Data Protection Team which looks after all policies and processes in response to FOI and Subject Access Requests under GDPR.

You will also work closely with the other element of the wider Information Management Team, who focus on Information Security. They set the standards, education and processes around information security. The team ensures the IT response and implementation plans for new software and hardware are in line with ISO and best practice standards. The team is also in charge of ensuring the continued compliance with PCI-DSS.

Whilst the rest of the team are based in Longmore House, Edinburgh, the team largely operate through hybrid working, with the expectation that you would attend Longmore House on occasion based on business requirement.

Key responsibilities, duties and objectives

- Building effective working relationships with the senior managers and staff across Historic Environment Scotland
- Planning and leading the operational functions of Data Protection, Freedom of Information and Records Management
- Working with the Head of Information Management to set the strategic approach to information management in HES
- Acting as the point of escalation for all Information Management issues relating to Records Management, Data Protection and FOI
- Create, review and implement policies, procedures and risk management programmes with respect to Records Management, Data Protection and FOI matters in line with industry best practice



- Demonstrating an approach to implementing Information Management that is consistent with national and local requirements
- Marketing the benefits of and need for Information Management to colleagues across the organisation
- Leading the development of the next iteration of the 5-year HES Records Management Plan
- Providing advice on Information Management education and training
- Maintaining appropriate contacts with other information community members, Government departments and regulatory bodies
- Representing HES interests at a Regional and National level on Information Governance issues
- Ensuring that the records management policy and standards are kept up-to-date and relevant to the needs and obligations of the HES, through consultation and assessment against external standards
- Taking responsibility for people management, dealing with staff issues as they arise, including absence and performance management
- Deputising for the Head of Information Management where required

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:

- Ability to plan, organise, provide leadership and get the best from people towards business objectives in a team environment
- An in-depth theoretical and practical knowledge of the UK Data Protection Act 2018, General Data Protection Regulations and Freedom of Information (Scotland) Act 2002.
- Ability to understand complex problems, develop solutions and resolve them
- Demonstrable experience of working in an Information Management focussed role
- Experience of providing solutions with focus on information risk, compliance and governance
- Demonstrable experience of driving operational implementation of policies and processes across business units, using influencing and negotiating skills



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- Demonstrable experience of working within legislation and regulated environments
- Experience of identifying, managing and taking action to mitigate risks

Desirable requirements:

- Strategic planning and project management experience
- Knowledge of the Public Records (Scotland) Act 2011

Qualifications & Professional Memberships:

- Professional qualifications in Data Protection & Freedom of Information or demonstrable experience and a willingness to undertake formal qualifications. **(Essential)**
- [SCQF Level 11](#) or equivalent qualification in a relevant information management subject **(Desirable)**
- Membership with a professional information management body and be accredited with that body with evidence of continuing professional development **(Desirable)**



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 our properties (with up to three guests)
- free entry to English Heritage, Manx, and Cad 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.



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How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>.

As part of the application, you will be asked to provide a statement of competence, demonstrating your suitability for the role by addressing the key requirements of the role and each of the criteria set out in the 'Knowledge, Skills & Experience' section above (in no more than 1500 words). If invited for interview, you will also be assessed against the criteria set out under the 'Post Competencies' section above.

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 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 Ryan Kerr, Head of Information Management, 0131 668 8655 or ryan.kerr@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