



HISTORIC
ENVIRONMENT
SCOTLAND

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ALBA

Electrical Works Manager – Stirling

Closing Date: Wednesday 1 February 2023, midday

Expected Interview Date: w/c 13 February 2023

Recruitment Reference:

HES/22/357

Starting Salary:

£28,163 per annum

Salary Range:

£28,163 - £34,302

Pay Band:

C

Directorate:

Operations

Location:

Stirling Castle

Line Manager:

Stewart Downie, District
Works Manager

Contract Type:

Permanent

Working Hours:

Full time, annualised hours:
31 hours per week October
- March
43 hours per week April -
September

Thank you for your interest in the post of Electrical Works Manager with Historic Environment Scotland, based at Stirling Castle. This is a permanent and pensionable appointment.

You will manage a team of trade staff working at Stirling Castle ensuring project and routine maintenance programmes are adhered to. This is a chance to join a busy and dedicated team working in one of the highest profile scheduled ancient monuments and visitor attractions in the country.

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 336 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 Stirling Castle Conservation team currently consists of a twenty three person team made up of Works Managers, stonemasons, joiners, electricians, plumber, labourers, apprentices and gardeners.

The working year will be divided into 2 working seasons, namely a longer working hours season (summer) and a shorter working hours season (winter). The length of each working season will be fixed by local management after discussions and not later than 1 April of that working year.

Key responsibilities, duties, and objectives

- Supervision and management of Stirling based electrical Monument Conservation Unit (MCU) trades and external Mechanical and Electrical contractors within the Planned Preventative Maintenance (PPM) programme and quality control on work output.
- Managing electrical BMS/heating systems on the site in accordance with current safety regs.
- Assisting District Works Manager on EICR, surveys and remedial work relating to electrical safety and compliance.
- Signing off electrical test certificates.
- Overseeing small scale maintenance works and inspection as required by the PPM schedule and any ad hoc repairs.
- Keeping in regular contact with the District Works Manager to report progress of works on site and to make them aware of any issues which may arise.
- Procurement of materials required for maintenance projects on site.
- Being involved in the supervision of the management of the conservation and maintenance of the site.
- Managing and monitoring health and safety on site in conjunction with colleagues.
- Management of small Mechanical and Electrical projects within the central region mainly based in Stirling District.
- Participating in emergency on call rota providing out of hours support.
- Being familiar with all HES policies directly related to works on site and staff management.

Health & Safety aspects of the role, ensuring proactive implementation of health and safety policies and procedures including:

- Managing project and maintenance work in line with current regulations, producing risk assessments/method statements and job folders.
- Maintaining site documentation up to date including maintenance inspections, reports and fire folders.
- Carrying out toolbox talks and daily briefings applicable to the works being carried out.

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:

- Electrical SVQ level 3 in electrical installation, gained a Certificate for an assessed course in Inspection & Testing of Electrical Installations to BS7671.
- Knowledge and experience of current electrical regulations
- Knowledge and experience of IT (Outlook, Word and Excel)
- Knowledge and experience of Health and Safety best practice
- Experience of staff management or supervision
- 18th edition inspection & testing regs
- Experience managing maintenance projects

Qualifications & Professional Memberships:

- Desirable – HNC in construction management or equivalent (or willing to work towards)
- Desirable – site management safety training scheme (SMSTS) (or willing to work towards)
- Desirable – IOSH Managing Safely (or willing to work towards)



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
- 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.



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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 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 Steven Wilson, Regional Works Manager via email at steven.wilson@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