



# World Heritage Officer

**Closing Date: Monday 15 January 2024, midday**

**Expected Interview Date: Monday 29 January 2024**

## Recruitment Reference:

HES/23/346

## Starting Salary:

£30,539 pro rata per annum

## Salary Range:

£30,539 - £37,131 pro rata per annum

## Pay Band:

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## Directorate:

Heritage

## Location:

Longmore House/hybrid

## Line Manager:

Deputy Head of World Heritage, Alice Lyall

## Contract Type:

Fixed term until 30 September 2024

## Working Hours:

Full time, 37 hours per week

Thank you for your interest in the post of World Heritage Officer with Historic Environment Scotland, based at Longmore House with the opportunity to use hybrid working. This is a fixed term and pensionable appointment.

This post is part of the World Heritage and Heritage Policy Service of the Heritage Directorate. You support the delivery of World Heritage processes and Management Plans aims and objectives, liaise with World Heritage partners, with a focus on leading on World Heritage education, outreach, promote and communicate activities. Your role will involve liaising with colleagues across HES and with external contacts. In addition, you will be expected to line manage the World Heritage Support Officer.

## 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

Historic Environment Scotland's Heritage Directorate provides expertise on the management of Scotland's historic buildings, historic landscapes and archaeological sites and manages the National Record of the Historic Environment.

The World Heritage and Heritage Policy team provides leadership and advice for and about World Heritage Sites and World Heritage processes in Scotland, develops and consults on policy for the Heritage Directorate, and provides external training and conducts community engagement

The World Heritage Team coordinates the delivery of individual Management Plans for some of Scotland's World Heritage Sites and liaises with and supports coordinators at other World Heritage Sites. The team covers World Heritage processes, monitoring and reporting, providing World Heritage briefing and guidance, informing and fostering a greater understanding of World Heritage and its benefits, and developing and coordinating the delivery of World Heritage Site Management Plans. World Heritage partner organisations and stakeholders include other public bodies, charities, trusts, non-governmental organisations and local authorities.

## Key responsibilities, duties and objectives

- Contribute to the core business of the World Heritage Team by fostering a greater understanding of World Heritage and its benefits, both across Scotland and for individual World Heritage Sites.
- Lead on the management and delivery of education and outreach activities including events, development and management of digital and physical resources and promotional materials.
- Lead on communications for the World Heritage Team, including liaising with internal and external partners and stakeholders and outreach to the general public.



- Maintain and develop key relationships with internal and external partners and stakeholders internally and externally with and liaise with them as needed.
- Line Manage the World Heritage Support Officer.
- Contribute to the broader work of the World Heritage and Heritage Policy team, liaising across the whole team as necessary.
- Contribute to the delivery of the Heritage Directorate operating plan in support of strategic business objectives in the HES Corporate Plan and Our Past, Our Future, the national strategy for the Historic Environment.
- You will be expected to travel to locations across Scotland as required. The post is mostly desk-based however you will from time to time be required to attend site visits, events and/or meetings across Scotland.

## 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:***

- Experience of developing and delivering learning and outreach proposals/events, ideally within the heritage sector
- Experience in dealing with a broad range of internal and external stakeholders to deliver on agreed objectives
- Strong written and verbal communication skills with demonstrable experience of communicating with a wide range of customers and audiences.
- Time management and organisational skills, with the ability to prioritise and manage tasks to deliver objectives, including ability to adapt approach to changing circumstances where necessary
- Good interpersonal skills that contribute to collaborative/team working and providing customer focussed service provision
- Creative flair and problem-solving skills
- High degree of self-management capacity

### ***Desirable requirements:***

- Knowledge and understanding of issues and policy in Scottish heritage and/or World Heritage
- Experience in line management / supervision of staff and volunteers
- Budget management experience
- Knowledge and experience of information management and good working knowledge of Microsoft Office

### ***Qualifications & Professional Memberships:***

- [SCQF Level 9](#) qualification in a relevant subject or equivalent experience – *Desirable*
- Membership of a relevant professional body - *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 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 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](mailto: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 Alice Lyall, Deputy Head of World Heritage via email at [alice.lyall@hes.scot](mailto:alice.lyall@hes.scot) or James Bruhn, Head of World Heritage and Heritage Policy via email at [james.bruhn@hes.scot](mailto:james.bruhn@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