



Works Manager (Urquhart Castle)

Closing Date: Wednesday 13 December 2023, Midday

Expected Interview Date: Wednesday 10 January 2024, Midday

Recruitment Reference:

HES/23/288

Starting Salary:

£28,541 pro rata per annum

Salary Range:

£28,541 to £34,702 pro rata per annum

Pay Band:

C

Directorate:

Operations

Location:

Urquhart Castle

Line Manager:

District Works
Manager

Contract Type:

Permanent

Working Hours:

Full Time – 1932 hours per year (annualised hours), Monday to Friday.

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

This is a pivotal role on ensuring that Urquhart Castle, as a top 3 site within the Historic Environment Scotland estate, is fully compliant and operational for both staff and visitors to the site.

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 will be overarching strategy to which ensures 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 Mission

- To enhance knowledge and understanding of Scotland's historic environment.
- To protect, conserve and manage the historic environment for the enjoyment, enrichment, and benefit for everyone – now, and in the future.
 - To share and celebrate our culture heritage with the world.



Overview of the post and information about the team

The Works Manager (WM) has front line responsibility for the management, supervision, and deployment of the works team (MCU) engaged in all maintenance and conservation works at the Properties in Care within the Urquhart Castle remit. The MCU currently consists of Works Manager and a labourer, although this team is currently being built up with further staff. The Works Manager will also manage, supervise, and monitor work carried out by external contractors supporting the requirements of the site needs. The Works Manager will report directly to the District Works Manager (DWM) and will have day to day contact with many departments within Historic Environment Scotland.

Key responsibilities, duties and objectives

- Managing and supervising MCU staff including local deployment in accordance with the years programme of works. Quality control checks on work output, recruitment, coordination of training requirements, staff development, attendance management, disciplinary procedures and other staff related HR issues.
- Purchasing of materials and supplies whilst achieving, value for money at all times. This will include checking on budget availability, obtaining competitive quotations, placing orders on the financial system, and arranging for delivery or collection. Any orders placed on the system should be receipted as quickly as possible.
- Reporting to the DWM daily, providing updates on work and related issues as matters arise. Monthly reports are submitted which cover progress of work programmes and any other relevant conservation works.
- Ensure implementation of health & safety policies and procedures including production of job folders, risk assessments and method statements. Carry out relevant regular toolbox talks, Complete COSHH assessments as necessary in conjunction with the north region resources manager. Compile and submit accident reports, report any near misses, ensure the HAVS processes are being carried out and fulfil any duties as a contractor under CDM procedures.
- Monitor contractor presence and work output for a range of maintenance, minor works, hire of labour and major works contracts as advised by the DWM.
- Supporting Regional Office staff, in particular the Planning and Resource Manager with the monitoring and maintenance of the fixed asset register for Urquhart Castle. Liaising with them in arranging the distribution of materials and consumables where necessary from the regional store to the monuments and depot within the region.

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 your team - Leading and developing people

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications as part of the selection process.

Essential requirements:

You must be a time served tradesperson and possess the following:

- Proven knowledge and working experience of construction/traditional building craft trades.
- Proven staff management skills and experience of supervising other trades as well as an ability to deal effectively with staff covering a wide range of professions at all levels.
- Experience and knowledge of health & safety practises, including the CDM Regulations, COSHH assessments, risk management etc.
- Proven level of financial awareness with the ability to control budgets against spend and priorities.
- Ability to organise and oversee multi-project work programmes.
- Experience of construction/conservation contract management processes and procedures.
- Ability to manage a diverse staff group.
- Good IT skills in Word/Excel
- Full driving licence

Desirable:

- An understanding and knowledge of current conservation practises and techniques relating to historic buildings and monuments.
- Understanding and experience with property/facilities management

Professional Qualifications & Professional Memberships:

Time-served tradesperson

CITB Site Safety Managers Certificate

IOSH Managing Safely Certificate



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
- special leave
- maternity/paternity leave
- adoption leave
- childcare vouchers
- to pay 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 travel passes)
- As part of our Equalities policy, we will make any reasonable adjustments for staff when needed.

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 get 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. Open 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, 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 George Leese, Regional Works Manager, via email at George.leese@hes.scot or Tel. 01667 460222.

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