



# Senior Analytics Manager

**Closing Date: 15 May 2024**

**Expected Interview Date: Week beginning 3 June 2024**

## Recruitment Reference:

HES/24/086

## Starting Salary:

£47,978 pro rata per annum

## Salary Range:

£47,978 - £54,519 pro rata per annum

## Pay Band:

E

## Directorate:

Finance and Corporate Services

## Location:

Longmore House,  
Edinburgh with option of  
hybrid working

## Line Manager:

Denise Mattison, Head of  
Corporate Analysis and  
Performance

## Contract Type:

Permanent

## Working Hours:

Part Time (30 hours)

Thank you for your interest in the post of Senior Analytics Manager with Historic Environment Scotland (HES).

As Senior Analytics Manager you will maintain and develop the strategic evidence base on which HES plans and strategies are built.

This role sits within the Corporate Analysis and Performance team, part of the Finance and Corporate Services Directorate.

The successful applicant will take up the post after 1 July 2024.

## 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

Corporate Analysis and Performance (CAP) is a small, specialist team whose purpose is to enable decision-making and delivery of HES's long-term outcomes set out in our Corporate Plan [Heritage for All](#). We provide high quality analytics, operational planning, corporate performance management and risk management, promoting best value and continuous improvement. Team outputs include plans and reports for key stakeholders such as Executive Leadership Team (ELT), HES Board, Audit, Risk and Assurance Committee (ARAC), Scottish Government and the public. Examples of social and economic research reports produced by the team are published on the [HES website](#). You will be working with a team of dedicated, knowledgeable and supportive professionals whose specialisms are interdependent and serve to enable delivery of all HES outcomes.

This post contributes to the objectives of the team and the outcomes of the organisation through the development of the strategic evidence-base on which the long-term plans and strategies of HES and the historic environment sector are built.

Working with the Economic Adviser, you will create and maintain an analytical programme to address strategic questions related to the contribution of the historic environment to Scotland's national priorities, future direction of the sector and HES. This will involve managing projects and processes and working with multidisciplinary groups both internally and externally.

You will build organisation capability and act as an ambassador for good practice analysis across HES and the sector by sharing knowledge, promoting an evidence-based culture and coaching and mentoring others to ensure the plans, programmes and strategies we set out and the decisions we make deliver our long-term outcomes.

## Key responsibilities, duties and objectives

The Senior Analytics Manager reports to the Head of CAP. Working with the CAP team and Directorates across HES, you will be responsible for delivering the following:

- **Strategic Evidence Base** – you will take the lead on the development of the strategic evidence base to support decision-making. This includes development and provision of evidence to support the creation of plans, programmes, policies and projects at Directorate, organisation, sector and national level. In particular, you will develop, publish and disseminate [Scotland's Historic Environment Audit](#) (SHEA), a compendium of facts and figures about Scotland's unique heritage assets, the benefits they bring and how these are changing over time.
- **Corporate Plan Evaluation and Reporting** – you will lead the development and improvement of the [HES Corporate Plan](#) Key Performance Indicators, working with colleagues across HES, and evaluate and report on performance through the [Annual Report and Financial Statements](#).



- **Analytical Standards and Good Practice** – you will enable the improvement of HES data maturity by leading the application of analytical standards consistent with national guidelines and acting as an ambassador for good practice analysis within the organisation and beyond, sharing knowledge, promoting an evidence-based culture and coaching and mentoring others. This includes advising on the development of the evidence-base and evaluation of the long-term sector strategy, working with the HES national strategy team. You will also provide advice and guidance on good practice, the strategic evidence base and data sources to inform decision-making, planning and strategy development at Directorate, organisation and national level.
- **Continuous Improvement** – you will create and maintain an analytical programme to address gaps in the strategic evidence base, using existing research and data to produce novel insights, undertaking or commissioning new analysis and capacity building HES and the sector to do likewise. To facilitate continuous improvement, the postholder will maintain a network of internal and external peers and keep up to date with good practice, tools, techniques and data sources in the field.
- **Team Resilience** - at times of high demand and/or reduced capacity you will contribute to CAP team resilience by deputising for corporate performance and analytics functions.

### **Contacts and Communications:**

#### Internal:

- Close collaboration with CAP colleagues
- Working with the wider Finance and Corporate Services Directorate
- Partnership working and relationship building with all grades and across all Directorates
- Active listening, influencing, effective writing (including reports, guidance, analytics documentation, blogs and intranet content), workshop facilitation, coaching and the ability to constructively challenge are all regular communications in the work of the Senior Analytics Manager

#### External:

- Building and maintaining a network of colleagues to collaborate with on areas of common interest and share good practice, including Scottish Government and other public sector bodies

### **Management Support:**

- Preparing reports to support the plans and decisions of senior leaders, Executive Leadership Team and HES Board
- Preparing material for HES Annual Report and Financial Statements
- Preparing guidance and providing advice to support analytical activity across HES
- There is no line management or budget responsibility in this role. However, you will be responsible for managing projects, processes and groups across line management structures and outside organisation boundaries to ensure outputs are produced on time and to expected quality standards.

## **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)
- 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:**

#### **Qualifications**

- A relevant undergraduate degree in a social science discipline plus a master's degree in a related discipline **OR**
- An undergraduate degree in a social science discipline plus equivalent professional experience in terms of the intellectual, reasoning and analytical requirements of the job

#### **Knowledge, Skills and Experience**

- Ability to think and act strategically
- Proven experience of developing a robust strategic evidence base to inform long-term plans and strategies, drawing on other professions and disciplines as required
- Knowledge of data sources and using qualitative and quantitative research methods and analytical tools and techniques
- Proven ability to communicate analysis and insight to different audiences to support planning and decision-making, including advising senior officials at executive, Board and Scottish Government level
- Strong influencing and networking skills, building relationships and trust
- Strong facilitation and engagement skills
- Proven experience of capability building and continuous improvement
- Experience of leading and working in a hybrid environment
- An understanding of and ability to work within given constraints such as technology, policy, regulatory, financial, legal, ethical, social and user constraints.

### **Desirable requirements:**

- An understanding of HES outcomes and the National Performance Framework



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

- An understanding of the heritage sector and its key stakeholders
- Experience of managing projects
- Advanced Microsoft Word skills including the creation of bespoke styles, and advanced formatting evidenced through the delivery of professional reports
- Experience using collaborative working tools such as MS Teams, Whiteboard and SharePoint.



## What we offer

We welcome applications from all nationalities, ensuring 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 5 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 Denise Mattison, Head of Corporate Analysis and Performance - [Denise.Mattison@hes.scot](mailto:Denise.Mattison@hes.scot) and Russell Whyte, Economic Adviser – [Russell.Whyte@hes.scot](mailto:Russell.Whyte@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