



Skills Training Development Manager

Closing Date: Wednesday 16 October 2024 midday

Expected Interview Date: 30th & 31st October 2024

Recruitment Reference:

HES/24/199

Starting Salary:

£47,978 pro rata per annum

Salary Range:

£47,978 - £54,519 pro rata per annum

Pay Band:

Band E

Directorate:

Cultural Assets

Location:

The Engine Shed, Stirling or one of the Skills Training Centres

Line Manager:

Lesley Cadger, Head of Technical Education & Training

Contract Type:

Permanent

Working Hours:

Full time, 35 Hours per week

Thank you for your interest in the post of Skills Training Development Manager with Historic Environment Scotland (HES), based at The Engine Shed, Stirling, or one of our Skills Training Centres in either Stirling or Elgin. This is a permanent and pensionable appointment.

As Skills Training Development Manager, you will lead on the delivery of high-quality workshop, on-site and work-place training in relation to stonemasonry, other traditional craft skills and building/structure surveying and inspection training. You will manage a team of skilled trainers, assessors and verifiers and deliver training across a range of SCQF levels to educational standards whilst meeting awarding body quality assurance requirements. You will be responsible for the operational management (which includes meeting and advising on health and safety requirements) of HES's Skills Training Centres, vocational training undertaken at the Engine Shed and off site, where HES is responsible.

You will also lead on supporting and advising the sector on delivery of work-based training programmes and play an active role in the construction & education sectors on advocating and advising on traditional & technical conservation skills issues. You will work in partnership with a wide range of internal and external stakeholders to create opportunities, address sector skills gaps and ensure the future skills needs of HES are met.

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

Technical Education and Training (TET) is a multidisciplinary team that delivers across 4 areas of operation: Vocational Training Programmes, Academic Training Programmes, Training & Qualification Development and Programme Management & Quality Assurance.

The team you will manage is made of 9 people covering the above project activities.

TET provides leadership in the sector in championing knowledge, skills & materials as being key to sustaining Scotland's cultural heritage assets. We expand our collective knowledge and expertise through research & applied projects that set standards & provide learning outcomes. We are innovative in outlook & approach, and embrace the opportunities provided by digital technology, whilst using our traditions to provide innovative solutions to today's problems. We enable better stewardship through sharing our knowledge, skills & expertise through training, education, outreach & engagement, and through learning with and from others.

Key responsibilities, duties, and objectives

As Skills Training Development Manager, and part of TET's senior management team, you will play a strategic role in advocating and advising on building conservation skills training and working with partners to address current skills shortages & modern apprenticeships with a view to making the apprenticeship system more agile and responsive to the evolving world of work.

You will lead on the delivery of skills training reporting on work through the TET Work Programme. You will be accountable for the delivery of high-quality workshop, on-site and work-place training in relation to stonemasonry, other traditional craft skills and building/structure asset surveying and inspection training. This training delivery is fundamental to delivery of HES's strategic objectives and the Skills Investment Plan for Scotland's historic environment.

You will be responsible for the management, operation, expansion/enhancement of the Stirling and Elgin Skills Training Centres. You will ensure the facilities offer a high-quality environment for both staff and students. You will lead on the provision of practical & logistical support and advice internally to enable skills training and related events at these centres, the Engine Shed and other locations and externally to the sector on the development and delivery of vocational skills training projects. Training, projects, and activities will cover a range of educational levels, with a particular emphasis on best educational practice, quality assurance adherence and health and safety. You will work closely with TET's Facilities Operations Manager and HES's Health and Safety Team, to ensure compliance with Health & Safety regulations and other regulations such as transport, CDM safeguarding and accessibility. You will be accountable for ensuring robust processes, practices, risk assessments & method statements are in place particularly in relation to the control of silica dust. You will also be responsible for the purchasing, maintenance and servicing of equipment including fleet vehicles.

You will manage the delivery of the Modern Apprenticeship in Stonemasonry and Advanced Craft to the highest possible standard in accordance with educational and quality assurance requirements and training provider obligations as well as meet the expectations of apprentices and employers.

You will ensure robust procedures are in place to safeguard students and protect staff. You will participate in centre processes such as appeals, complaints, conflict of interests and grievances and ensure the necessary systems are in place to support the learner journey and provide management information.

You will also manage the delivery of vocational training in relation to asset management initially to HES staff then external organisations. This training will cover a range of areas and roles to upskill and/or enable demonstration of competency. You will work in close collaboration with other TET teams, other Cultural Assets Teams and HES Directorates including those working on HES's High Level Fabric Inspections and Memorials. Qualifications currently include the PDA Repair and Maintenance of Traditional Masonry Structures and the Planning, Surveying, and Recording the Condition of Built Assets for Conservation Diploma.

You will foster a culture of continuous improvement, evaluating training delivery and acting on feedback. You will ensure all internal verification and external verification actions are addressed, standardisation activity is undertaken and drive consistency of practice across training sites. You will support staff with CPD and enable a culture of innovation and practical application of knowledge that challenges existing practice.

You will develop, expand, and maintain a very broad and extensive network of contacts within Scotland, the UK and internationally to raise awareness of the importance of building conservation skills, promote the work of TET & HES, understand the skills landscape, build opportunities, and identify best practice. You will be responsible to the Head of TET for the management of the Skills Training Team in accordance with HES policies & procedures, ensuring the health and wellbeing of yourself and your team.

Roles and responsibilities include:

Strategic Delivery

- Driving the strategic direction of building conservation skills training and ensuring this aligns with HES strategic objectives as set out in, for example, the Skills Investment Plan, Corporate Plan and Annual Operating Plan.
- Providing strategic direction for skills training projects in HES and supporting the sector with strategic development of skills training opportunities and addressing current issues.

People Management

- Overall people management responsibility of the Skills Training Team

Financial Responsibility

- Forecasting and budget management
- Ensure goods and services are procured in line with HES's process and practices
- Look for opportunities in growth of income and monitor and report on income

Partnership & Relationship Development

- Leading on key sector partnerships including colleges, CITB, SQA, SDS, sector skills groups, trade federations, Historic England, NTS, Cadw
- Creating and maintaining strong business relationships with internal stakeholders particularly across the People, Operations and External Relations & Partnerships Directorates within HES

Health, Safety and Wellbeing

- Overall responsibility for the health, safety, and wellbeing of the Skills Training Team and students
- Modelling best practices in health and safety in construction adhering to Construction Design Management (CDM) regulations and providing support by advising and informing partners and the sector of their responsibilities whilst training others.

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:

- Demonstrable knowledge and experience of historic environment sector and its skills and training needs.
- Experience of delivering work-place learning and training within a historic environment / construction sector environment in a safe manner.
- Budget and resource management experience
- Ability to demonstrate leadership experience, management of high-performing teams and enable effective teamwork.
- Excellent written and verbal communications skills
- Ability to develop and maintain strategic partnerships across the UK and beyond
- Proven ability to develop, implement and manage systems of programme and project management
- IT skills including email management, word processing (writing high quality reports), good knowledge of Excel
- Awareness of relevant Health & Safety regulations and other relevant legislation and regulations such as transport, CDM, Safeguarding and Accessibility.
- Experience of setting up and maintaining work programmes and project management
- Valid UK driving license



Desirable requirements:

- A good understanding of quality assurance processes, accredited training, education activity across SCQF and other educations frameworks
- Understanding of new developments relevant subject areas - education, skills training, cultural heritage asset management
- Understanding of Climate Change impacts and the relevance of traditional skills and materials in their mitigation

Protecting Vulnerable Groups scheme (PVG scheme):

- This role involves undertaking regulated work with children and young or vulnerable adults, as such this post will require an application to Disclosure Scotland for membership of the Protecting Vulnerable Groups scheme (PVG scheme) check on top of the Basic Disclosure check carried out for all HES employees. The organisation will start the application on your behalf and will cover the cost of the application.



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 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/> (EXTERNAL) / <https://applications.historicenvironment.scot/intranet/> (INTERNAL).

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 Lesley Cadger, Head of Technical Education & Training via email at Lesley.cadger@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