



Carbon Manager

Closing Date: Wednesday 30 October 2024, Midday

Expected Interview Date: TBC

Recruitment Reference:
HES/24/180

Starting Salary:
£47,978 pro rata per annum

Salary Range:
£47,978 - £54,519 pro rata per annum

Pay Band:
E

Directorate:
Cultural Assets

Location:
Longmore House, Edinburgh with hybrid working, and expectation to travel to sites across Scotland

Line Manager:
Lyn Wilson, Acting Head of Research and Climate Change

Contract Type:
Permanent

Working Hours
Full time, 35 hours per week (flexible working options are encouraged/available)

Thank you for your interest in the post of Carbon Manager with Historic Environment Scotland, based at Longmore House, Edinburgh, with hybrid working. This is a permanent and pensionable appointment.

As Carbon Manager, you will have lead responsibility for carbon in HES. You will guide our strategy and be integral to project development across the organisation. You will be involved in developing our thinking and policy around carbon relating to both our operations and our role as lead body for the sector. You will work closely with a diverse range of teams across HES - from carbon accounting, supporting carbon reduction schemes and scientific research, to advocating for traditional materials. You will own our Carbon Management Plan and be responsible for reporting our performance.

Your role includes developing external funding sources and partnerships and advising senior colleagues in HES. The post supports delivery of our Climate Action Plan, specifically carbon reduction targets in line with the Scottish Government net-zero 2045 emissions target. This is a critically important role to support HES in reaching net zero and responding to the Climate Emergency.

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

To be successful in this role, you will have a diverse range of experience in carbon management with sound technical and professional knowledge at both strategic level and in the development of projects. You will drive successful results in financial and carbon savings and improve efficiencies in line with corporate targets including the HES Climate Action Plan and Carbon Management Plan. Included in your role, will be the requirement to seek external funding for projects and to extend and leverage external partnerships. This is a specialist role requiring experience of environmental, energy efficiency or carbon reduction projects.

Your role as Carbon Manager will be key in developing organisational expertise to both deliver, and where possible, exceed our statutory obligations and targets under the Climate Change (Scotland) Act 2009, the Public Bodies Climate Change Duties (2011) and the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019. The latter requires a doubling of our annual carbon reduction targets and a shift to net-zero emissions by 2045. Your role is central to delivering against KPI5 in the HES Corporate Plan and Annual Operating Plan as well as the HES Climate Action Plan (CAP) and responding to the challenges of the Climate Emergency.

You will deliver and embed our HES Carbon Management Plan and its associated implementation plan across the organisation and will lead development of a series of carbon reduction projects, working closely with other teams. A key part of your role will be obtaining external funding and building wider collaboration, for example in renewables and district heating projects. There will be collaborative working with multiple teams across HES, including supporting data monitoring, reporting of energy consumption and carbon reporting.

Your role will sit within the Cultural Assets Directorate but working closely with other teams across the organisation particularly related to site operations. The post will be

managed in the interim by Dr Lyn Wilson, Acting Head of Research and Climate Change, alongside staff supporting delivery of our Climate Action Plan and leading HES's response to the Climate Emergency.

Key responsibilities, duties and objectives

- Own our HES Carbon Management Plan and associated implementation plan, including periodic revision and updating in response to latest government targets and changing statutory requirements. Includes setting of emissions reduction targets across the range of HES operations and business areas (e.g. buildings, travel, waste, retail etc.).
- Develop carbon reduction, renewables and district heating projects for HES sites, liaising across HES departments and supporting external partnerships and collaboration, including other Public Bodies, Local Authorities etc as necessary.
- Develop and leverage external funding sources for energy efficiency and carbon reduction projects.
- Achieve and where possible exceed HES statutory obligations under the Climate Change (Scotland) Act 2009 on mandatory annual carbon reporting, with responsibility for *Energy and Carbon Management* theme in HES Climate Action Plan; liaising with other HES departments to ensure data recording, analyses and reporting and delivery of carbon reduction actions.
- Responsible for embedding activities across HES to achieve Corporate Plan KPI 5 action: “reduce our own greenhouse gas emissions and evidence of reducing emissions in the wider historic environment sector”.
- Drive energy efficiency/carbon reduction for the wider historic environment in Scotland and further afield through engagement with sector-wide groups including Our Past, Our Future Scottish Historic Environment Policy Zero working groups, Built Environment Forum Scotland etc.; and international activity including Climate Heritage Network.
- Engage and partner with external climate change organisations such as Sustainable Scotland Network, Zero Waste Scotland, Energy Saving Trust, Scottish Futures Trust etc., representing the historic environment sector, including supporting policy development at UK and Scottish Government where necessary.
- Adopt a key role within our HES climate change and Green Champions networks to provide leadership and develop capacity and support behavioural change with HES colleagues across business areas.
- Contribute to activities associated with corporate governance, process improvement and knowledge sharing.
- Potential line management responsibility for related business areas and occasional traineeships.

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

Historic Environment Scotland – Longmore House, Salisbury Place, Edinburgh, EH9 1SH
 Scottish Charity No. SC045925
 VAT No. GB 221 8680 15

- 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:

- [SCQF Level 10](#) qualification in Environmental/Carbon Management (or equivalent) plus experience of managing relevant projects and delivery of positive outcomes.
- Knowledge and experience of carbon budgeting, including setting targets, monitoring and reporting.
- Experience of developing and managing project bids, working with senior management, finance and performance and business improvement teams.
- Experienced project manager within the climate change and environmental area, who has led multi-stakeholder renewable energy projects within the public sector.
- Ability to network with and manage multiple stakeholders to achieve and negotiate our Climate Change strategic outcomes.
- A strong communicator with ability to present information in a compelling way that resonates with the target audience.
- An experienced relationship manager who can develop working groups and collaborative teams.
- Leadership skills – experience of change management, bringing together stakeholders, driving results and developing skills cross functionally.
- Creativity to understand and assess our impact on the environment and the role of cultural heritage, and to generate ideas and positive solutions.
- Fully versed in IT software relevant for the post, e.g. MS Office.



Desirable requirements:

- Full Driving Licence and willingness to travel.
- Existing networks and contacts within the Scottish Government, public sector, and the Climate Change and environmental sector.
- People management experience to lead a small team.
- Experience of developing and evolving strategic responses to the Climate Change agenda.
- Familiarity with carbon management and reporting software systems and standards.
- Familiarity with technologies for virtual working, e.g. MS Teams, Zoom.
- Familiarity with methodologies and systems for project management, e.g. Gantt charts, risk registers, etc.

Qualifications & Professional Memberships:

- Desirable: [SCQF Level 11](#) Qualification in Environmental/Carbon Management; membership of relevant professional body.
- Desirable: Relevant advanced project management qualification.



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 (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/>.

We are looking for you to complete a statement of competence looking at the essential and desirable requirements of this role.

Guidance on completing a statement of competence 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 return your completed application form to the same email address.

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 Dr Lyn Wilson, Acting Head of Research & Climate Change at lyn.wilson@hes.scot.

Applications are especially welcome from those who have Gaelic language skills.

Thank you.

Human Resources
Historic Environment Scotland