



# Skills Training Centre Manager

**Closing Date:** 13<sup>th</sup> July 2022, midday

**Expected Interview Date:** Late July 2022

## Recruitment Reference:

HES/22/061

## Starting Salary:

£34,303 per annum

## Salary Range:

£34,303 -  
£39,873  
per annum

## Pay Band:

D

## Directorate:

Cultural Assets

## Location:

Stirling

## Line Manager:

Ian Walker,  
Building Crafts  
Development  
Manager

## Contract Type:

Fixed term until  
April 2023

## Working Hours:

Full time, 37 hours  
per week

Thank you for your interest in the post of Training Centre Manager with Historic Environment Scotland, based in Stirling. This is a fixed term and pensionable appointment with the possibility of extension/permanency.

The Technical Education and Training Team is charged with developing and supporting traditional building skills throughout Scotland working with partners including the SQA, FE Colleges, Contractors and Professional Bodies. This is a great opportunity to make a real difference in the way traditional skills are delivered.

## 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 it's 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 Department (TET) develops and supports traditional building skills throughout Scotland. TET have a wide remit, which includes running Skills Training Centres and the Engine Shed, developing training and qualifications for the sector, working with a range of partners to demonstrate the potential of traditional skills and materials, delivering vocational training through apprenticeships and traineeships, plus developing a range of content to support the wider sector.

The purpose of the role is to manage the delivery of skills training at the Stirling Skills Training Centre in line with HES' corporate priorities and sector needs. Training includes our full suite of stone masonry training (to apprentices & other learners) and other construction & heritage training.

The postholder will primarily be based at the Stirling Skills Centre. Remote/home working not possible for this position. Your duties may involve travelling long distances so may include some overnight stays. You will need to hold or be working towards relevant qualifications for this post.

## Key responsibilities, duties, and objectives

- Delivery, co-ordination, and scheduling of our training programme
- Working in partnership with the Elgin Skills Training Centre to ensure consistency of approach, share best practice and provide a first class, national offering
- Lead, manage, develop, and motivate a team of centre staff
- Resource/capacity planning
- Recruit, support and manage apprentices and other learners
- Budget management and control
- Monitoring and reporting
- Procurement of materials and services
- Facilities management in conjunction with TET Programme & Quality Assurance Team
- Health & Safety processes, policies, and procedures
- Adherence to awarding body Quality Assurance requirements, evaluation of training delivered and continuous improvement of our training offering
- Enhancing the learner journey through ensuring first class teaching, engaging resources, and utilising new technologies
- Potential for hands-on delivery
- Internal verification
- Optimising relationship with Forth Valley College (managing agent and approved centre for our Modern Apprenticeship)
- Manage relationship with HES colleagues, external organisations, and sector partners.
- Liaise with the Scottish Qualification Authority, Construction Skills, trade bodies, contractors, colleges, and training centres that deliver relevant training courses.

- Supervise external placements with contractors, colleges, and training providers throughout Scotland.
- Participate in outreach events, hands on training, seminars, and conferences, as required.
- Provide support as required for the delivery of traditional skills at training centres throughout 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:**

- Demonstratable experience of Advanced Craft Construction, SCQF 7
- Demonstratable experience of a Construction Craft at SCQF 6
- An understanding of SQA qualifications and procedures
- Experience of managing and developing staff
- Budget management
- Full UK driving licence
- Knowledge of Health & Safety

### **Desirable requirements:**

- An understanding of current issues affecting craft skills training in Scotland
- Project Management experience
- Experience of Stone Masonry in the Heritage Sector
- Experience of working in an education establishment

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

- Achieved or working towards L&D9 Assessor Award – Desirable
- Achieved or working towards L & D11 Internal Verification Award – 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, Ian Walker, Building Crafts Development Manager phone on 07917551559 or by email at [ian.walker@hes.scot](mailto:ian.walker@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