



HISTORIC
ENVIRONMENT
SCOTLAND

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High Level Masonry Inspection (HLMI) – Inspection Lead

Closing Date: Monday 13th May, Midday

Expected Interview Date: Thursday 30th May

Recruitment Reference:

HES/24/081

Starting Salary:

£47, 978 pro rata per annum

Salary Range:

£47978 - £54519 pro rata per annum

Pay Band:

E

Directorate:

Operations

Location:

Inspection Leads split their time between office locations and site. An office location can be agreed with the successful candidate

Line Manager:

Stuart Savage – National Delivery Lead

Contract Type:

Permanent

Working Hours:

35 Hours Per Week

Thank you for your interest in the post of Inspection Lead with Historic Environment Scotland. This is a permanent and pensionable appointment.

The High Level Masonry Inspection (HLMI) Lead Inspector is responsible for delivering High Level Fabric Inspections from pre inspection stage to post inspection. Leading a small team of inspectors and a deputy carrying out tactile fabric inspections, which provide assurance on life safety risk across the HES estate of Properties in Care (PICs). Liaising and communicating with stakeholders to ensure inspections are carried out in a safe manner and in line with HES policy and procedures.

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.

- Longmore House, Salisbury Place, Edinburgh, EH9 1SH

Scottish Charity No. SC045925
VAT No. GB 221 8680 15



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

The High Level Masonry Inspection (HLMI) Lead Inspector is responsible for delivery of High Level Fabric Inspections from beginning to end. Line managing a Deputy Inspection Lead, supervising a team of inspectors on site, ensuring that all relevant internal and external stakeholders are consulted and informed at the right stages of inspection. Responsible for ensuring health and safety due diligence has been carried out throughout the inspection process. Liaising with contractors and consultants as required, to ensure statutory and policy requirements are complied with.

The Lead Inspector is expected to work in a hybrid manner, with time spent carrying out research and desk-based activity, and time spent on site, leading site meetings and overseeing inspections. There will be a requirement to travel to site, and between sites across the entirety of the estate/country, with extended periods of time spent away from home on occasion. The work can be physically demanding, often spent on site in variable weather conditions. The work can also be mentally demanding, requiring detailed planning, reactive planning, and high volumes of tasks to prioritise/manage

High Level Masonry teams are typically structured as follows:

1 x Lead Inspector, 1 x Deputy Lead Inspector and 4 x Inspectors. They liaise closely with the HLM Programme Manager and an allocated CAD Technician/Building Conservation Technologist to ensure all inspection data is accurate and stored correctly. HLMI teams are tasked with delivery of our National HLMI programme across HES Properties in Care as a key corporate priority. Preparing to inspect, inspecting, and reporting of tactile inspection findings, on all built fabric above 1.5m across the HES estate.



Key responsibilities, duties and objectives

- Lead High Level Masonry Inspections across the whole lifecycle of inspection from pre inspection to reporting and debriefs.
- Manage a High Level Masonry Inspection team, with oversight on completion of inspections and reports to required standards.
- Contribute to the goals of the wider HLM Project, informing life safety risk and future repair requirements at PICs.
- Responsible for ensuring health and safety measures have been planned, followed and that due diligence has been carried out in accordance with regulations.
- Responsible for allocating tasks and inspection areas to inspectors, communicating progress to the National Lead and relevant stakeholders.
- You will bring strong people leadership and communication skills to the team, creating a culture that allows a strong team bond to develop.
- Work collaboratively across organisational boundaries, you will encourage your team to engage with HES's objectives and explore new opportunities for their development, assessing training requirements and arranging appropriate training.
- Role model a proactive, collaborative culture, encouraging your team to think beyond boundaries and work cross-Regionally to achieve the best outcomes for the organisation.
- Provide technical guidance and support to your team, or finding appropriate, timely solutions where you cannot

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.

Leadership Competencies:

- Strategic vision - Keeping an eye on the bigger picture and looking ahead



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:

- Experience in managing complex packages of conservation/heritage related inspections
- Demonstratable knowledge of traditional material decay mechanisms *
- Knowledge and Experience of Health and Safety policy and procedures (e.g., risk assessments and method statements) associated with work of this nature
- Extensive experience leading project and site teams, or technical teams in a building conservation related environment
- Strong leadership and communication skills, including the ability to engage with a range of colleagues across the organisation with differing technical knowledge
- Intermediate ability in Microsoft packages (particularly in Excel and Word)
- Ability to work away from home on a regular basis, although reasonable adjustments will be made where possible for those with caring responsibilities
- Experience of working at height and be comfortable working at height for extended periods
- In-depth knowledge of the process of delivering survey/inspection of historic buildings
- Proven ability to identify opportunity for improvements within team/department
- Knowledge of Health and Safety policy and procedures ideally to SMSTS level

Desirable requirements:

- Full driving license

Qualifications & Professional Memberships:

Essential:

- Surveying of Assets for Conservation ([SCQF8](#)) (SAC8) or willing to complete as soon as possible*
- HES High-Level Masonry Inspection Training (HLMIT) or willing to complete as soon as possible*
- A relevant degree or extensive equivalent experience with relevant/technical qualifications at [SCQF level 7](#).

**Surveying Assets for Conservation ([SCQF8](#)) and High Level Masonry Inspection will be offered to successful candidate where these are not held.*



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Desirable:

- Membership of an appropriate Professional Body e.g. RIAS, RIBA, RICS, ICE, IStructE, IHBC, CIOB
- Site Management safety Training Scheme
- IPAF Operator and Manager



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, equivalent of 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
- 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.



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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 Stuart Savage, National Delivery Lead via email on stuart.savage@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