



# Heritage Engagement Officer

**Closing Date: 27 November 2024, midday**

**Expected Interview Date: 9 December 2024**

**Recruitment  
Reference:**

HES/24/213

**Starting Salary:**

£32,110 per annum

**Salary Range:**

£32,110 - £37,874  
per annum

**Pay Band:**

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**Directorate:**

Heritage

**Location:**

Longmore House  
(hybrid working  
available)

**Line Manager:**

Senior Heritage  
Engagement Officer

**Contract Type:**

Fixed term contract for  
two years

**Working Hours:**

35 hours per week (full  
time)

Thank you for your interest in the post of Heritage Engagement Officer with Historic Environment Scotland, based at Longmore House in Edinburgh, with the potential for hybrid working. This is a fixed term pensionable appointment for 2 years.

This is an exciting opportunity to work in a small team with a national remit that has influence of a wide range of [Historic Environment Scotland's regulatory and advisory roles](#). You will be part of an ongoing process to make our advice, guidance and training more inclusive and accessible. Your work will help us to ensure that our services, and the way we deliver them, reflect our national priorities, including responding to the climate and nature crises.

**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

This role is based in the World Heritage and Heritage Policy (WHHP) Service in Historic Environment Scotland's Heritage Directorate. The Directorate's work includes:

- identifying and recording historic sites and places across Scotland
- assessing and designating nationally important sites
- publishing information about the historic environment on our website
- providing advice about Scotland's World Heritage Sites
- delivering Historic Environment Scotland's advice-giving role within the planning system

We lead on policy at the national level and give advice, develop guidance, and deliver training to those who make decisions about changes to the historic environment. The WHHP Service is a small team with a key role delivering this policy and guidance, as well as training and public and stakeholder engagement activities. The team leads on our work to understand the impact of our regulatory roles and look at gaps in our knowledge so that our information meets both our needs and our audiences'.

## Key responsibilities, duties and objectives

In this role, you will:

- Help to develop a high-quality national external training programme. You will work with our Planning, Consents and Advice Service, our training and events services at the [Engine Shed](#), and local authorities across Scotland to inform the scope of our training and how we deliver it.
- Work with specialists to deliver engagement and training activities online and in person. This may include procuring external contractors. You may also be directly involved in the delivery of some training and engagement.
- Support other teams within the Heritage Directorate in their training activities. You will help with planning training programmes and monitoring their impact.
- Support the delivery of strategic external engagement for the Heritage Directorate. This includes [our quarterly newsletter Lintel](#), delivery of annual surveys and larger projects similar to the [What's Your Heritage?](#) project.
- Support consultation and engagement processes for our guidance and policy. You will also help to launch and promote these where needed.
- Work with the team to develop a strong baseline to understand the influence of the Heritage Directorate's work. As well as developing feedback processes for training, this work includes helping to monitor how our advice, guidance and training is used by local authorities and other decision makers.
- Be responsible for the line management of colleagues within your team, including providing support and direction to employees to ensure they achieve work goals.

## 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)

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



### **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:**

- Experience in developing or delivering training programmes, educational content, or online learning materials.
- Experience of public engagement and consultation processes.
- Experience working with a range of audiences and responding to a variety of needs.
- Excellent verbal communications skills and experience giving presentations and facilitating discussions.
- Demonstrated skill in presenting information in a clear, easy to follow way. Experience of writing to make complex information accessible is particularly relevant.
- Awareness of national policy and strategy for the historic environment and awareness of Historic Environment Scotland's regulatory and advisory roles in planning and other land management processes.

#### **Desirable requirements:**

- Experience with design processes – this might include knowledge of software, or experience working with design companies.
- Experience with budget management and procurement processes.

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

- Educated to [SCQF level 9](#) in a subject related to heritage, education, planning or public policy or relevant experience. **[Essential]**



## 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 Ruth Cameron, Deputy Head of Heritage Policy at [ruth.cameron@hes.scot](mailto:ruth.cameron@hes.scot) or on 0131 668 8657.

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