



HISTORIC  
ENVIRONMENT  
SCOTLAND

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# Labourer/Driver

**Closing Date: Wednesday 14<sup>th</sup> December 2022, midday**

**Expected Interview Date: w/c 16<sup>th</sup> January 2023**

## Recruitment Reference:

HES/22/284

## Starting Salary:

£21,052 per annum

## Salary Range:

£21,052 - £21,789  
per annum

## Pay Band:

A

## Directorate:

Operations South

## Location:

Melrose Depot

## Line Manager:

John Marr, Works  
Manager

## Contract Type:

Permanent

## Working Hours:

Full time, annualised  
hours

Thank you for your interest in the post of Labourer/Driver with Historic Environment Scotland, based at the Melrose Depot. This is a permanent and pensionable appointment.

You will be responsible for the on-going conservation, maintenance and presentation of Historic Environment Scotland monuments within the Melrose Depot Area.

## 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

The Monument Conservation Unit (MCU) based at the Melrose Depot have the responsibility for conservation, maintenance and presentation works at a number of our monuments in the Borders Region area.

The MCU at Melrose currently consist of a Works Manager, an Assistant Works Manager and 3 stonemasons, a head gardener and 3 grounds maintenance operatives. You will provide labouring duties to the team as well as driver duties in transferring the squad to their place of work and picking up materials. You will be expected to make your own way to and from the Melrose Depot for start and finish times.

## Key responsibilities, duties and objectives

The main duties of the labourers post include but are not exclusive to:

- Providing semi-skilled assistance to enable the stonemasons to carry out their conservation duties by providing mortars gauged to specification
- Transporting MCU staff, plant, equipment and materials from depot to various Historic Environment Scotland sites spread throughout the Borders Region and beyond
- Carry out routine maintenance at the sites ensuring continued high standards of presentation of the Properties in Care and the 'stitch in time' works
- Maintenance of small plant and equipment
- Undertake statutory inspections when required to do so
- Maintain individual responsibilities for Health & Safety awareness and the health and safety of members of the public and fellow employees
- Comply with and promote HES Health & Safety Policy
- Keeping the working site clean and tidy ensuring that access egress to working areas are maintained at all times
- Weekly litter collection
- Weeding of low level masonry, moss removal from low level wall heads
- Delivery of consumables, plant and equipment required by the sites (both Visitor Operations & MCU) e.g. toiletries, cleaning equipment, shop stock when vehicle suits etc.

From time to time you will be required to attend training courses identified to assist the work, or to comply with health and safety legislation (this may require overnight stays away from home).

### ***Working Hours:***

The normally weekly hours of work will vary according to the working season on the working year. The working year will cover the calendar year 1 April to 31 March.

The working year will be divided into 2 working seasons; namely a longer working hours season (summer) and a shorter working hours season (winter). The length of each working season will be fixed by local management after discussion with the MCU and not later than 1 April of that working year.

The normal working week for the long season will cover a 5 day working week, Monday to Friday inclusive. The normal working week in the short season will also be agreed between MCU and local management so as to include a 4 day week (within Monday to Friday of that week); or a 9 day fortnight within the period covered by Monday to Friday inclusive in 2 consecutive weeks.



The normal weekly hours of work in the long season will not exceed a maximum of 42 hours per week, which shall be inclusive of travel between the base depot and the place of work, up to a maximum of 2 hours per day for such travelling. The normal weekly hours of work in the short season will be such when taken together with the maximum agreed normal weekly hours of work for the long season that total does not exceed a total of 1,932 hours for the working year. Regardless of the hours worked (long/short weeks) you will be paid at the rate of one-twelfth of your annual salary per calendar month.

At Melrose the summer working hours are:

Monday–Thursday	07:30am – 17:00pm
Friday	07:30am – 14:30pm

The winter working hours are:

Monday–Wednesday	08:00am – 16:15pm
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There is currently a review of the Annualised Hours contract being carried out, therefore the above is subject to change.

## 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)

## 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:**

- Knowledge of traditional building crafts. In particular an understanding and knowledge of lime mortars and current conservation practises and techniques relating to historic buildings and monuments
- Experience and knowledge of health & safety practises including COSHH assessments, risk management etc.
- Experience of construction sites
- Experience of general labouring practises
- Small plant and equipment maintenance

### **Specific Experience & Skills:**

- Full UK Driving Licence and willing to work towards a D1 + E Entitlement if not already obtained.

### **Desirable requirements:**

- CSCS accreditation card holder



## 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.



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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 [argyllslodgingadmin@hes.scot](mailto:argyllslodgingadmin@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 John Marr, Works Manager by email at [john.marr@hes.scot](mailto:john.marr@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