



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

# Senior Environmental Assessment and Advice Officer

**Closing date: Monday 12<sup>th</sup> June 2023, midday**

**Expected interview dates: 27 or 28<sup>th</sup> June 2023 (online)**

## **Recruitment Reference:**

HES/23/114

## **Starting Salary:**

£36,018 per annum

## **Salary Range:**

£36,018 to £41,866  
per annum

## **Pay Band:**

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## **Directorate:**

Heritage

## **Location:**

Longmore House,  
although flexibility on  
location is possible  
using hybrid working

## **Line Manager:**

Alasdair McKenzie /  
Dr Mary MacLeod  
Rivett

## **Contract Type:**

Full-time, 2-year fixed  
term appointment  
(with potential for  
extension)

## **Working Hours:**

37 hours per week

Thank you for your interest in the post of Senior Environmental Assessment and Advice Officer with Historic Environment Scotland. This post is based at Longmore House, although flexibility on location is possible using hybrid working. Occasional travel will be required.

This is a 2-year fixed term pensionable post with the potential for extension or permanency.

As Senior Environmental Assessment and Advice Officer you will work directly to the Deputy Head and assist in the delivery of Historic Environment Scotland's role in providing advice to planning authorities, developers and others on the potential impacts of development on the historic environment. Based in The Environmental Assessment and Advice Team, you will be responsible for responding to consultations from the development community and their agents, local authorities and other public bodies on behalf of the agency. This includes consultations on projects going through the Environmental Impact Assessment (EIA) process and Development Plans and their associated Strategic Environmental Assessment (SEA).

## **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

Historic Environment Scotland has a wide range of responsibilities for the historic environment, including statutory functions within the planning system. Historic Environment Scotland's Planning, Consents and Advice Service (PCAS) provides expert advice on the protection, conservation and management of Scotland's historic buildings, historic landscapes and archaeological sites. You would be based within the Environmental Assessment and Advice Team within PCAS. The team has responsibility for handling casework to fulfil Historic Environment Scotland's duties for a range of matters including Development Planning, SEA and EIA. We contribute to Scotland's economic development by providing advice in the planning system. The team also contributes directly to efforts to address the Climate Emergency by providing expert advice on developments which are being proposed to mitigate and adapt to climate change. Further information on this can be found in [Our Regulatory Framework](#).

A current focus of this role is supporting the delivery of [National Planning Framework 4](#), working with Local Authorities on their new [Local Development Plans](#) and providing advice on major developments, including onshore and offshore renewables and related transmission infrastructure.

## Key responsibilities, duties and objectives

We are looking for an enthusiastic individual who can manage a full and varied caseload and who will be committed to the delivery of the of the team duties to a high standard. You will be familiar with development planning and/or development management procedures and have some experience in their practical application. Detailed knowledge of the historic environment itself is desirable, not vital, but you should have good analytical skills and a broad understanding of how the planning system can assist Historic Environment Scotland in delivering its responsibilities for the protection and management of the historic environment. Practical experience in having undertaken and/or reviewing the adequacy of EIA or SEA outputs is also desirable. Responsibilities include:

- Managing and co-ordinating Historic Environment Scotland's advice on a range of national and major developments at all stages of the EIA process in liaison with other colleagues within PCAS, including a strong focus pre-application engagement for renewable and other EIA developments
- Engaging with the development community and public bodies to promote the historic environment at an early stage in development proposals in line with the requirements of the Planning Acts
- Representing Historic Environment Scotland's interests at meetings with a range of organisations engaged in the development planning, SEA and EIA processes (including the Scottish Government, local authorities, consultants and public bodies)
- Providing expert advice to developers and planning authorities on the EIA process and the assessment of impacts from development proposals on the historic environment
- Keeping up to date with issues and developments in the planning system, e.g. policy changes, procedures, planning tools and techniques and their application to the historic environment
- Providing help and advice to communities and the public seeking clarification on the role of Historic Environment Scotland in the planning process
- Supporting the Deputy Head in providing advice on Historic Environment Scotland's role to senior management and others within the organisation. This will include advice, where required on our role in the planning system

## 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:**

- Strong organisational and planning skills with the ability to prioritise competing demands
- In-depth understanding of Scottish planning legislation, policy and guidance and an ability to understand their implications for the long-term management of Scotland's historic environment
- Understanding of historic environment legislation and policy
- Understanding of climate change legislation and policy in Scotland
- Practical experience of the development planning and/or development management process
- Practical experience of EIA and SEA legislation and procedures
- Proven skills in negotiating and communicating with the developers and other stakeholders to achieve good environmental outcomes
- Strong analytical skills
- Demonstrable communication skills with the ability to present complex messages clearly

### **Desirable requirements:**

- Experience working with Geographic Information Systems
- Experience in application of historic environment policy and guidance

### **Qualifications & Professional Memberships**

- [SCQF level 9](#) or equivalent in a related subject such as Archaeology, Town Planning, Urban Conservation, Architectural History, History of Art or Environmental Management **(Essential)**
- Membership of a relevant professional body or the eligibility to apply for membership. **(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 Alasdair McKenzie, Deputy Head of PCAS at [alasdair.mckenzie@hes.scot](mailto:alasdair.mckenzie@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.

To assist in your application, please take time to read the guidance notes provided.

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

Thank you.

Human Resources  
Historic Environment Scotland