



# Head of Climate Change

**Closing Date:** Wednesday 22 January, Midday

**Expected Interview Date:** Early February 2024

## Recruitment Reference:

HES/24/273

## Starting Salary:

£57,244 pro rata per annum

## Salary Range:

£57,244 - £66,890 pro rata per annum

## Pay Band:

Band F

## Directorate:

Cultural Assets

## Location:

Longmore House, Edinburgh OR the Engine Shed, Stirling with hybrid working

## Line Manager:

Director of Cultural Assets

## Contract Type:

Permanent

## Working Hours:

35 hours per week

Thank you for your interest in the post of Head of Climate Change with Historic Environment Scotland (HES), based at Longmore House in Edinburgh or the Engine Shed in Stirling. This is a permanent and pensionable appointment.

Head of Climate Change is a key strategic and leadership role, for HES and for the broader sector. The post holder is lead for the HES Climate Change programme with responsibility for delivery of the Climate Action Plan and compliance with statutory Public Bodies Climate Change Duties including setting and reporting corporate emissions reduction targets. The post has staff management and budget responsibilities and a prominent role in advising our Executive Leadership Team, our Board and Scottish Government. Exceptional networking, influencing and partnership building is required to maintain our position as leading thinkers in the field. This is a high-profile role requiring sure-footedness and credibility in order to maintain our world-leading reputation in these areas.

## 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 leads the Climate Change team, within the Cultural Assets Directorate of HES. You will lead a diverse group of climate change specialists who work in areas such as carbon reduction, circular economy, responsible tourism, and sustainable travel. The team has a wide remit including provision of advice to support informed decision-making in the management of the 336 properties in our care, and guidance to the wider historic environment and external stakeholders, including collaboration with other key institutions, public bodies, and research partners.

The work of the Head of Climate Change directly supports HES in meeting its obligations as a major player under the Climate Change (Scotland) Act 2009 and supporting Scotland's wider climate change objectives, through delivery of our Climate Action Plan (CAP) and Scotland's Historic Environment Strategy. As a senior manager you will have line management responsibility within the Directorate. The job is based at our HQ office in Edinburgh, although flexibility in location is possible using other HES sites and hybrid working. Occasional travel will be required.

## Key responsibilities, duties, and objectives

- Lead HES on all aspects of Climate Change through strategic leadership and management of a specialist team with strong internal and external networks.
- Provide advice and expert knowledge to support decision-making for the wider HES strategy, including support, advice, and guidance for the wider historic environment sector.
- Develop policies, strategies and plans to enable compliance with climate change legislation, including responsibility for delivery, ensuring mainstreaming across all areas of HES.
- Responsibility for compliance with Public Bodies Climate Change Duties, including statutory reporting requirements and carbon reduction targets.
- Influence and support the development of government policy to ensure that the historic environment is considered appropriately.
- Identify opportunities for cultural heritage to support national objectives such as the National Performance Framework and Sustainable Development Goals.

- Develop, lead, and contribute to UK and international networks to enhance our global reputation and profile, supporting and enhancing climate change cultural heritage Research & Development capability in Scotland.
- Support wider HES corporate activities through participation in various groups covering climate and related activity and delivery of Scotland's Historic Environment Strategy, Our Past our Future and the Historic Environment Skills Investment Plan.
- Develop sector capacity through collaborative projects, including working with universities and others to support applied research and postgraduate training. Current responsibilities
- Ensure the provision and effective dissemination of research results and guidance through different mechanisms, including publications, training, events, and wider communications.
- Develop and maintain external relationships, for example UK heritage agencies and organisations.
- Support the development of a Scottish National Culture for Climate group with other national culture bodies under SG Culture Directorate.
- Lead a number of multidisciplinary specialist staff across carbon management, impacts and adaptation, environmental hazard assessment, sustainable procurement, circular economy, sustainable tourism, and biodiversity & landscape.

## 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 and expertise of relevant climate subject areas and research methods
- Proven track record in policy development, building strong partnerships, robust scientific method and using your expertise to influence others.
- Demonstrable experience or qualification in heritage and conservation.
- Ability to translate policy objectives into actions and to work with partners internally and externally to achieve results and application of research results.
- Understanding of the operational and policy environment for heritage in Scotland, and strategic vision of putting in place proactive responses to the evolving policy landscape.
- Exceptional networking skills including high level and international working relationships.
- Attention to detail and an ability to work with data and translate and interpret to non-specialist audiences.
- Experience in programme and financial management, resource deployment, people leadership, and understanding of the funding landscape with proven ability to obtain external funding.
- Strong communication skills, ability to advocate and influence at all levels.
- An outstanding people person who can naturally lead your team and can be an effective part of a Senior Management Team, while effectively balancing the vision with practical delivery.

- Strategic understanding of research and policy drivers with foresight of emerging topics.
- Ability to develop excellent working relationships with colleagues and collaborators (HES and external) across a range of disciplines.

***Desirable requirements:***

- Good understanding of the statutory landscape in relation to the historic environment, including areas of reputational risk, the legal context, and Health & Safety responsibilities.
- Strategic knowledge of delivering a climate change action plan and potential of cultural heritage in the context of government policy and objectives.

## 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

You will be educated in a related discipline - heritage or science SCQF Level 10 (required), or to a higher degree level of SCQF Level 11 or above (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/>

We are looking for you to complete a statement of competence looking at the essential and desirable requirements of this role. Guidance on completing a statement of competence can be found in the 'Statement of Competence Guidance' 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 David Mitchell, Director of Cultural Assets via email at [david.mitchell@hes.scot](mailto:david.mitchell@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