



Land Manager

Closing Date: 21 August 2024

Recruitment Reference:

HES/24/138a

Starting Salary:

£39,768 per annum

Salary Range:

£39,768 - £45,693
per annum

Pay Band:

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Directorate:

Cultural Assets

Location:

Longmore House

Line Manager:

Joy Fotheringham,
Principal Land
Manager

Contract Type:

Permanent

Working Hours:

35 hours per week

Thank you for your interest in the post of Land Manager with Historic Environment Scotland, based at Longmore House, Edinburgh. This is a permanent and pensionable appointment.

As Land Manager, you will be working in a team of property professionals, delivering land and property management advice and support to colleagues across the Organisation in respect of our 336 Properties in Care, commercial property, ancillary property, offices, depots and residential properties.

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

The Land and Property Management Team is based in Longmore House, Edinburgh and protects Historic Environment Scotland and Scottish Ministers' interests in identifying and managing their legal responsibilities and obligations in relation to the 336 Properties in Care across Scotland, along with office accommodation, commercial property, depots, warehouses, storage yards, car parks and residential property. The Team is responsible for deed obligations and responsibilities, rent reviews, lease renewals, access rights, landlord and tenant responsibilities, agricultural matters, valuation, and the acquisition of new property. The Team also is responsible for payment of non-domestic rates and council tax, rents income and expenditure, the scattering of ashes, burial requests, and requests for memorial benches/plaques, maintaining a register for community empowerment requests and asset transfer requests.

The Land and Property Management Team sits within the Asset Management, Land and Property Management and Compliance team and reports directly to the Head of Asset Management, Land and Property Management and Compliance.

As Land Manager you will be working within a team headed up by the Principal Land Manager and have responsibility for the management of two staff. You will be working to provide support and guidance on land and property management matters to colleagues across the organisation, and liaising with external bodies and individuals such as landowners and their agents in relation to land and property matters across the HES Estate. An excellent understanding and knowledge of land and property ownership systems in Scotland and practical knowledge and experience of relevant land management matters is essential.

Key responsibilities, duties and objectives

- Day to day management of the Team's caseload including case assessment and delegation. Direct line management and reporting responsibility for two Assistant Land Managers, with countersigning responsibility for the Land & Property Officer. Regular discussions with the Principal Land Manager to establish casework and project demands and priorities for the Team.
- Supporting the Principal Land Manager in taking forward high profile or complex land and property management casework, often involving discussions with Scottish Government officials, landowners, solicitors, District Valuers, and local authority representatives. Commissioning legal advice, providing briefings, and checking and authorising payment of associated professional services invoices.
- Undertaking, with the support of the Principal Land Manager, accurate and well researched verbal and written advice on deed obligations and responsibilities, rent reviews, lease renewals, acquisition of new property, understanding access rights, landlord and tenant responsibilities, agricultural/forestry matters, valuation of property, payment of rents, rates and council tax etc, completion of the Voluntary Land Registration process and supporting the HES Property in Care Strategy which is in development.
- Assisting in the development and implementation of land and property management policies, and advising colleagues as appropriate. Overseeing day to day progress with



cases requiring land and property management input, and maintaining contact with a wide range of staff across the organisation. Liaising with senior managers and legal consultants as required on more complex land and property cases. Drafting recommendations to the Executive Leadership Team and the HES sponsor body within Scottish Government as required.

- Feed into a number of workstreams for large cross-organisational projects, executing various levels of involvement from representing the views of the Team, co-ordinating input from the Team, to leading and managing workstreams.
- Reporting and advising the Principal Land Manager on revisions or renewals of leases for all property across the Estate. Monitoring systems to track existing leases to allow early consideration of lease breaks, rent reviews, accommodation options etc. Supporting the Principal Land Manager in taking forward strategic proposals for consideration by the Executive Leadership Team. Supporting the development of options and ensuring that appropriate approvals are sought and are in place before any new lease arrangements are entered into.
- Maintaining and developing Land and Property Management Guidance Notes and drafting Information Sheets for specific properties and topics, as reference materials within the team to ensure a consistency of approach across the land and property portfolio.
- Overseeing the curation and maintenance of digital file records and legal documentation including Deeds, Guardianship Agreements, Leases and other papers associated with the organisation's land and property ownership, management, and occupancy.
- Overseeing the setting up and administration of floodlighting agreements with Local Authorities/ Community Groups, and managing requests for scattering of ashes, burial requests and requests for memorial benches and plaques.
- Providing and compiling relevant information for FOI returns pertaining to land and property management enquiries.
- Ensuring that purchase orders are raised, and invoices settled timeously for legal fees, council tax, and other expenses. Also ensuring that income streams from lets and licences are monitored, and invoices raised in line with agreements.
- Ability to work independently, as well as part of the Team, ensuring professional accuracy at all times when providing advice and negotiating property transactions. This post involves travel across Scotland to our Properties in Care.

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 in relation to land and property management.

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:

- A relevant degree level qualification in a discipline relating to rural land and property management.
- A motivated, driven and engaging land and property management professional with a strong work and team ethic, and excellent knowledge of land and property management.
- Full driving licence as travel will be required, overnight at times.

Essential Professional Memberships:

- RICS qualified member with at least 2 years post qualification experience.



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.

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 'Recruitment 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 or require this document in a different format, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will assist 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 Joy Fotheringham, Principal Land Manager – joy.fotheringham@hes.scot or Richard Aitken, Head of Asset Management, Factoring & Compliance – richard.aitken@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