



National Strategy Programme Manager

Closing Date: Wednesday 12 July, Midday

Expected Interview Dates: Wednesday 2 and Thursday 3 August

Recruitment Reference:

HES/23/143

Starting Salary:

£43,960

Salary Range:

£43,960 - £49,953

Pay Band:

Band E

Directorate:

External Relations and
Partnerships

Location:

Longmore House,
Edinburgh and hybrid
working

Line Manager:

National Strategy
Programme Manager

Contract Type:

Fixed Term contract for
36 months

Working Hours:

37 hours per week

Thank you for your interest in the post of National Strategy Programme Manager with Historic Environment Scotland that will be based in Edinburgh with hybrid working. This is three year fixed term and pensionable appointment.

We seek an experienced and confident programme manager to lead the implementation of the new national strategy for Scotland's historic environment, [Our Past, Our Future](#). You will lead a small team to promote the strategy, identify and establish the structures needed to deliver it, manage strategy delivery, and monitor and report on activity. You will have excellent planning, communication and influencing skills and will engage effectively with partners and key stakeholders across Scotland.

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

As National Strategy Programme Manager, you will lead the newly formed National Strategy team, which forms part of the larger Strategy and Policy Team in the External Relations and Partnerships (ER&P) directorate.

The National Strategy team will comprise of a Strategy Coordinator and a Data Analyst in addition to the Programme Manager role. The team has been created to oversee the implementation and initial delivery of Our Past, Our Future - the new strategy for Scotland's historic environment, including the setting up of new delivery mechanisms and performance management systems and processes. The Strategy and Policy Team's remit includes strategy and policy development, research, equalities, sector skills investment and Gaelic. The wider directorate remit covers community engagement and economic development, volunteering, strategic partnerships, grants, fundraising and management of the CEOs office.

You will report directly to the Head of Strategy and Policy and line manage the National Strategy Coordinator Manager and the National Strategy Data Analyst. As Programme Manager you will lead on the

work involved in setting-up and coordinating delivery of the strategy across its three priorities, nine outcomes and many high-level actions.

This multi-faceted role is suited to an experienced programme and project manager who can quickly build relationships across diverse stakeholder groups, engaging them in delivery and responding to their needs while managing expectations. You will start by applying your experience to develop an implementation and delivery plan. You will engage with colleagues in the organisation and with existing and new external partner organisations across Scotland to identify appropriate governance and delivery mechanisms and to negotiate partners involvement in leading and/or participating in them. You will identify and establish the systems and processes needed to monitor and report on progress in delivering the new strategy in accordance with our Project Management Office guidance. You will oversee the National Strategy Coordinator's provision of advice and support to strategy delivery working groups (as needed), and the National Strategy Data Analyst's efforts to create a strong data and evidence base for planning and performance reporting. You will also oversee wider communication efforts via social and other media to celebrate and promote the strategy achievements and be an effective advocate for the value and importance of the historic environment to Scotland.

While in this role there will be ample opportunity for your own learning and development in business skills, people skills and further advancement of professional project management and facilitation skills and knowledge.

While this role will be contractually based at Longmore House, Edinburgh, hybrid working, involving working from home or other locations is available. You will be expected to travel on occasion in the role to attend meetings, workshops or other events.

Key responsibilities, duties and objectives

Management

- Programme management responsibility for all aspects of the new strategy's implementation, delivery, monitoring and reporting.
- Deliver a high standard of programme and project management in line with our Project Management Office (PMO) expectations, including progress reporting, risk identification and management,

budget management and forecasting, benefits realisation planning, lessons learned and Programme and Project closure

- Maintain the Programme documentation in line with HES information governance standards and project management methodology
- Ensure the agreed Programme management methods, standards, processes and artefacts are maintained throughout the project lifecycle
- Establish Programme governance structures and project reporting processes and ensure in-programme resource allocation is appropriate
- Oversee the development of a robust data/evidence platform and approach(es) to support strategy delivery planning, measurement and reporting.
- Manage the business of the new Strategy Steering Group – an industry leadership group that will oversee the delivery of the strategy, including advising on its remit, founding membership and managing production of agendas and papers.
- Oversee the organisation and running of strategy related events including, for example, the annual Scotland's Historic Environment Forum event for senior decision-makers and policy-makers from Scottish Government, key public bodies, and delivery partners across the historic environment and other relevant sectors (e.g., tourism, education and skills, arts and creative industries, construction).
- Provide professional advice and support to the Head of Service and Director of External Relations and Partnerships and the business as required.

Stakeholder engagement and communication

- Oversee the stakeholder mapping activity required to understand the reach of the strategy, to identify who should be involved in or lead on certain aspects of delivery, and identify opportunities to involve new audiences and delivery partners.
- Engage and consult directly with key partners and stakeholders at national, regional and local level, using proven influencing and negotiation skills, to establish effective collaboration and partnership working to support delivery.
- Act as an advocate for the new strategy and contribution that the historic environment can make to Scotland, and promote the

strategy to a wide range of audiences in and outside the historic environment sector.

- Work across the organisation to help align existing activity to the new strategy, supporting wider planning activity, identifying opportunities to make use of existing resources, and targeting any gaps in activity.
- Develop and manage the Strategy's Communications Plan, working with colleagues in our Marketing and Engagement Directorate and with key delivery partners.

Reporting

- Manage the production of formal reports, papers, briefings and presentations for our Executive Leadership Team, Board, the National Strategy Steering Group, Scotland's Historic Environment Forum and Scottish Government as required.

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:

- Demonstrate experience of managing programmes involving multiple strands of activity and broad range of partners and stakeholders
- Demonstrate experience of setting up systems and processes required to support efficient and effective planning, risk management, monitoring, and reporting mechanisms.
- Demonstrate experience of building and maintaining effective internal and external stakeholder relationships and partnerships to support programme delivery.
- Demonstrate excellent verbal communication and influencing skills, with the ability to confidently communicate with people at all levels, including senior decision-makers and policy makers.
- Demonstrate excellent written skills in a range of formats (e.g., formal reports and papers, briefings, webpages, blogs and other media) with proven ability to present complex information to a range of audiences in an accessible manner.
- Demonstrate experience of developing and managing strong teams and effective teamwork
- Demonstrate the ability to work across multiple areas while prioritising competing demands and delivering tasks to tight deadlines.
- Demonstrate experience of being resourceful and proactively identifying out answers/options/solutions.

Desirable requirements:

- Knowledge of the historic environment or relevant sector (e.g., arts and creative industries, tourism, construction)
- Experience of project management methodologies such as PRINCE 2 or Agile
- A Programme Management qualification (or the desire to pursue such)
- Microsoft Project Pro skills.
- Advanced Microsoft Word skills: including the creation of bespoke styles, and advanced formatting.
- Advanced Microsoft Excel skills: including PIVOT tables and Power Query.

- Experience using collaborative working tools such as Microsoft TEAMS, Trello, Miro and SharePoint.
- Experience of line management

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 '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, please email 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 Adam Jackson, Head of Strategy and Policy, adam.jackson@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