



# Technical Education Officer

**Closing Date: Wednesday 15 February 2023, midday**

**Expected Interview Date: w/b 6 March 2023**

## Recruitment Reference:

HES/23/018

## Starting Salary:

£23, 481 per annum

## Salary Range:

£23, 481 to £26,442  
per annum

## Pay Band:

B

## Directorate:

Cultural Assets

## Location:

Hybrid working - based from  
the Engine Shed, Stirling and  
home working.

## Line Manager:

Brian Wilkinson  
Technical Education and  
Training Course  
Development Manager

## Contract Type:

Fixed Term Appointment to  
20<sup>th</sup> August 2023

## Working Hours:

Full time, 37 hours per week

Thank you for your interest in the post of Technical Education Officer with Historic Environment Scotland's Technical Education and Training team (TET). This is a fixed-term appointment to 20 August 2023.

As Technical Education Officer, you will be part of the Technical Education and Training Team. You will be responsible for supporting the development of projects to deliver technical education outputs across a wide range of activity areas including training delivery, online content development and qualification development.

## 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 Technical Education and Training Team

The TET team work from the Engine Shed in Stirling and the HES Traditional Skills Training Centres in Elgin and Stirling. The team operates on a hybrid working pattern, combining office work with working from home.

The Engine Shed is Scotland's dedicated building conservation centre, it aims to engage, educate, and encourage an understanding of traditional building materials and skills among the public and professionals and raise standards in conservation for traditional buildings. The TET team, Conservation Science, and Digital Documentation teams all operate from the Engine Shed. We use a mixture of traditional methods, research, science, and technology to underpin our understanding of traditional building materials and skills.

The TET team work to develop and support traditional building skills throughout Scotland. TET have a wide remit, which includes running two Skills Training Centres, developing qualifications, courses and training for the sector, working with a range of partners to demonstrate the potential of traditional skills and materials, and delivering vocational training through apprenticeships and traineeships. We are also responsible for supporting education and outreach, developing content for online learning, and the communication and promotion of traditional buildings, materials and skills through Engine Shed channels including our website and social media.

You will support the work of TET within the Qualifications and Course Development team, assisting with the development and creation of accredited qualifications, courses, and training on a wide range of technical topics relating to Scotland's traditional buildings, construction materials and craft skills. These qualifications, courses, and training support the conservation of the historic environment and the sustainable development of the historic environment sector in line with Our Place in Time, Scotland's strategy for the historic environment.

## Key responsibilities, duties, and objectives

The key responsibilities of the postholder will be to assist the TET Qualifications and Course Development team on all aspects of qualification development, course development, content development and course delivery, as well as supporting the development and delivery of training events. Duties within the role include:

- Working within the TET Training and Qualifications Development team on the creation and delivery of accredited digital learning courses through our Virtual Learning Environment and face to face training events, to support practitioners within the historic built environment sector.
- Liaising with historic built environment sector colleagues and offering support on joint projects and initiatives as instructed.
- Co-ordination with TET team and colleagues across HES to create learning resources and deliver core thematic learning activities and events, with a specific focus on Scotland's traditional buildings, materials, and skills.



- Assisting with the planning, coordination and delivery of events, outreach activity and practical training sessions as necessary. This will include logistical planning, marketing and administrative support.
- Undertaking regular CPD to develop knowledge and understanding of Scotland's historic environment and its conservation.
- Carry out any other duties as agreed with line managers.

## Post Competencies

You will be assessed against these competencies during our selection process. Please note candidates asked for interview will be asked to complete a presentation as part of the 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 as part of the selection process.

### **Essential requirements:**

- Knowledge of Scotland's historic environment in its wider context, particularly building conservation, traditional materials and skills
- Excellent organisational skills, with the ability to plan logistics and work to deadlines
- Proven ability to work collaboratively and work across a range of projects at the same time
- A creative thinker, with the ability to consider new ways of approaching projects and working with partners and stakeholders in new ways
- Strong interpersonal skills and the ability to deal with a wide and diverse range of people
- High degree of self-management capability
- Excellent written and verbal communication skills
- Working knowledge of Microsoft Office Packages

### **Desirable requirements:**

We recognise candidates are unlikely to meet all desirable requirements however these reflect skills which will be used or developed within the range of projects across TET. Please include any relevant experience within your application.

- Knowledge of the Curriculum for Excellence, Scottish Qualifications Authority qualifications and the Scottish Credit and Qualifications Framework
- Knowledge of education in Scotland including school, college, university and lifelong learning
- Experience of undertaking independent research
- Experience of creating digital learning resources
- Experience of supporting the planning and delivery of learning activities
- Experience of writing and editing a range of different types of content and multimedia resources
- Experience working with Virtual Learning Environment platforms (preferably Moodle)
- Full clean UK driving license

**Qualifications & Professional Memberships:**

- A conservation or built environment qualification is desirable, but not essential to the role



## What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also 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
- childcare vouchers
- 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 Brian Wilkinson, Technical Education and Training Course Development Manager, [brian.wilkinson@hes.scot](mailto:brian.wilkinson@hes.scot).

Within HES we welcome all applicants from under-represented groups. 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