



# Joiner

**Closing Date: Wednesday 16th October, Midday**

**Expected Interview Date: Week beginning 21st October or 28th October 2024**

**Recruitment Reference:**  
HES/24/102c

**Starting Salary:**  
£27,149 per annum pro  
rata

**Salary Range:**  
£27,149 - £30221 per  
annum pro rata

**Pay Band:**  
B

**Directorate:**  
Operations North

**Location:**  
Fort George, Ardersier,  
IV2 9TD

**Line Manager:**  
Donald Macleod, Works  
Manager

**Contract Type:**  
Permanent

**Working Hours:**  
Full Time – (annualised  
hours)

Thank you for your interest in the position of Joiner with Historic Environment Scotland based at Fort George Depot, Inverness-shire. This is a permanent and pensionable appointment which offers a diverse working environment where no two days are the same.

You'll be responsible for planning and organising joinery repairs for historic monuments within the beautiful Highlands area, which stretches from Fort George in Ardersier to Arnol Blackhouse on the Western Isles. Whether it's replacing slip sills or maintaining sash and case windows, you'll have an important role in keeping this historic area in top shape!

## 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 will be overarching which ensures 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 part of the Monument Conservation Unit, your responsibilities will include ongoing conservation, maintenance, and presentation of Historic Environment Scotland monuments with a focus on joinery. You will also be responsible for training and instructing apprentices in all aspects of the joinery trade, as well as communicating with other members of staff working at the historic monuments. Additionally, you may be called upon to demonstrate joinery skills on open days.

Your main workplace is Fort George Depot, with the chance to travel across the Highland region to complete jobs at historic sites. HES provides transportation and accommodation for work outside of Fort George. You may also work with other MCU teams outside of the Highland region.

## Key responsibilities, duties, and objectives

To carry out conservation and routine maintenance works to HES monuments in the Fort George Depot area. This will involve a variety of different forms of traditional carpentry and joinery including:

- Construction and repair of sash and case windows, doors, and furniture, including removal and installation to a conservation standard.
- Traditional building/repairs including skirting, flooring, and roofing.
- Construction of external stairs for visitor access and other custom carpentry needs.
- Promote traditional conservation methods and joinery techniques for diverse projects.
- Operate all wood workshop tools and machinery to the required level and standard
- Provide training and mentoring for apprentice joiners in traditional conservation skills.
- Comply with and promote HES Health and Safety Policy.
- From time to time, you will be required to attend training courses identified to assist the work or to comply with health and safety legislation (this may require overnight stays away from home, which will be expensed by HES).

## **Working Hours**

The normal weekly hours of work will vary according to the working season in the working year, which covers the calendar year from 1 April to 31 March.

Currently, the working year is divided into 2 seasons: a longer working hour season (summer) and a shorter working hour season (winter). The length of each working season will be fixed by local management after discussion with the MCU and not later than 1 April of that working year.

The normal working week for the long season will include a 5-day working week, Monday to Friday. The normal working week in the short season will also be agreed between MCU and local management and will normally include a 4-day week (within Monday to Thursday of that week).

## **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)

## **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:**

- Evidence of a formal apprenticeship and relevant joinery qualifications.
- Proven expertise in joinery trade and other traditional building crafts, with an understanding of current historic building conservation practices and techniques.
- Good understanding and practical experience in the conservation, presentation, and repair of Historic Monuments and/or listed buildings.
- Comprehensive working understanding experience of conservation carpentry and joinery



### **Specific Experience & Skills:**

- Competent in bench work and carpentry
- Competent in carrying out all required levels of joinery from 1<sup>st</sup> and 2<sup>nd</sup> fix works to finishing
- Health & Safety at Work (Responsibilities & Practise)

### **Qualifications**

#### **Essential**

- Joinery [SCQF Level 6](#).

#### **Desirable**

- Qualified to Advanced Craft joinery Level
- Workshop trained
- Full current driving licence

#### **Health Screening:**

Given the nature and working environment of this role; a pre-employment health screening will be undertaken for the successful post holder – Any offer of employment will be subject to satisfactory checks.



## What we offer

We welcome applications from all nationalities, assuming 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
- special leave
- maternity/paternity leave
- adoption leave
- childcare vouchers
- to pay 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 travel passes)
- As part of our Equalities policy, we will make any reasonable adjustments for staff when needed.

## 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 get 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. Open 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 [northrecruitment@hes.scot](mailto:northrecruitment@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 Donald Macleod, Works Manager via email on [donald.macleod@hes.scot](mailto:donald.macleod@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