



# Place Development Manager

**Closing Date: Wednesday 21 February 2024, Midday**

**Expected Interview Date: Tuesday 19 March 2024**

**Recruitment Reference:**  
HES/24/022

**Starting Salary:**  
£47,037 pro rata per annum

**Salary Range:**  
£47,037 - £53,450 pro rata per annum

**Pay Band:**  
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All new entrants will start at the beginning of the salary range.

**Directorate:**  
External Relations & Partnerships

**Location:**  
Flexible, based out of any HES offices, located across Scotland

**Line Manager:**  
George Findlater, Head of Community and Economic Development

**Contract Type:**  
Permanent

**Working Hours:**  
Full-time (37 hours per week). Monday to Friday

Thank you for your interest in the post of Place Development Manager with Historic Environment Scotland (HES). This is a permanent and pensionable appointment.

Your role will be to embed place-based working in HES's plans and programmes. You will develop and maintain impactful relationships at a national, regional, and local level to promote and advocate for the historic environment as a key element in collaborations towards successful economic development outcomes. In addition, you will support the corporate direction for community control of assets, community wealth building, and wellbeing economy

## 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 Strategic Place Development Manager sits within the Community and Economic Development Team which is part of the organisation's External Relations and Partnerships (ER&P) Directorate.

. The role makes a significant contribution to the delivery of our Corporate Plan outcomes to maximise the socio-economic impact of heritage assets for local communities and organisations. You will also manage a suite of significant development projects as well collaborating with and supporting teams within HES to further develop existing and new place-based projects and plans. You will have line management responsibility for a Development Officer.

The Community and Economic Development Team lead on identification and development of strategic partnerships; liaison and coordination with international, national, and regional community related organisations; volunteer development for HES and in support of the sector; and facilitation and coordination of cross-directorate collaborations to meet HES and Scottish Government policy objectives. The Team provides advice on good practice and approaches to colleagues/external stakeholders to achieve effective partnership working, project delivery and community/economic development at a local, regional, national, and international level in line with our corporate priorities.

## Key responsibilities, duties and objectives

The post is connected to key corporate priorities surrounding economic and community development and supports programmes delivering Annual Operating Plan indicators and Corporate Plan Key Performance Indicators. You are responsible for project/programme budget which is set annually.

- Identify and manage opportunities which help achieve corporate objectives to promote a shared understanding of a place, a more collaborative approach to a place's services, and use of the organisations assets to achieve sustainable economic growth for people and communities.
- Lead and coordinate on the organisation's community asset transfer policy and approaches.

- Contribute on policy, principles, legislative context for community empowerment and land reform, and the land manager/public body duties for the organisation.
- Liaison and develop relationships for HES with a range of development organisations and programmes.
- Act as an ambassador for HES and through external presentations and communications to promote the historic environment and the organisation's assets in line with corporate priorities.
- Develop and sustain a community wealth building approach.
- Develop communication activities, both externally and internally, regarding the activity, success and impact of activity for place-based activities.
- Responsible for place-based deliverables, human and programme/project budget resources.

## 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:**

- An excellent communicator who can vary their communication style when dealing with a wide range of audiences and situations.
- Experience and knowledge of Scottish Government/public sector, economic development sector, and community land reform agenda..
- Understanding of the role and impact of the historic environment in Scotland in delivering socio-economic outcomes.

- Experience in representing organisations and conducting meetings at senior level.
- A proven track record of working collaboratively and in partnership with individuals, groups, organisations, and stakeholders internally and externally to deliver place-based work
- Experience of working within complex communities facing a range of socio-economic challenges.
- Confidence and ability to develop imaginative and innovative approaches to place-based economic development projects and plans.

***Desirable requirements:***

- An understanding of the historic environment sector and its key stakeholders.
- Experience in contributing to successful funding applications.



## 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.

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 Dr George Findlater, Head of Community and Economic Development via email at [george.findlater@hes.scot](mailto:george.findlater@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