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# Learning Developer

**Closing Date: Wednesday 8 May 2024, Midday**

**Expected Interview Date: Week commencing Monday 27 May 2024**

## Recruitment Reference:

HES/24/092

## Starting Salary:

£27,149 pro rata per annum

## Salary Range:

£27,149 to £30,221  
per annum

## Pay Band:

B

## Directorate:

Cultural Assets

## Location:

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

## Line Manager:

Joanna Westover  
Technical Education and  
Training Lead Learning  
Developer

## Contract Type:

Fixed Term Appointment to  
15<sup>th</sup> January 2024

## Working Hours:

Full time, 35 hours per week

Thank you for your interest in the post of Learning Developer with Historic Environment Scotland's Technical Education and Training team (TET). This is a fixed-term appointment to 15 January 2025.

As Learning Developer, 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 which may include 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.



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- 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 Technical Education and Training Team

Technical Education and Training (TET) is a multidisciplinary team that delivers across 7 areas of operation: Vocational Training Programmes, Academic Training Programmes, Training and Qualification Development, Programme Management and Quality Assurance, and Strategic Development & Sector Support.

TET provides leadership in the sector in championing knowledge, skills and materials as being key to sustaining Scotland's cultural heritage assets. We are innovative in outlook & approach, and embrace the opportunities provided by digital technology, whilst using our traditions to provide innovative solutions to today's problems. We enable better stewardship through sharing our knowledge, skills & expertise through training, education, outreach & engagement, and through learning with and from others.

You will support and contribute to key learning, training, course and content development projects that are part of the TET work programme. You will support the development and assist in the delivery of vocational and academic qualification and training projects working closely with the TET Lead Learning Developer and the TET Learning Development Manager. You will support and contribute to the development of technically competent, structured and engaging content and resources, using innovative techniques, created to recognised educational quality and occupational standards, enabling knowledge, understanding and skills to be transferred through Continuous Professional Development, training, education, and outreach. You will collaborate and work with a range of internal and external customers across the historic environment, education, and construction sectors, mainly within Scotland and the UK. You will feed into reporting on the progress of projects to the TET Learning Development Manager.

## Key responsibilities, duties, and objectives

The key elements of your role will be to assist the TET Training and Qualification 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:

- Support the creation, development, and delivery, of CPD, training, education, and outreach projects as delivered by the TET team.
- Support and contribute towards the creation and development of engaging and technically competent learning content and resources which are of a high quality and cover a wide range of topics, such as, built heritage conservation, repair and maintenance, retrofit, and cultural asset management.
- Liaise with historic built environment sector colleagues, both internally and externally, to support and contribute to the creation and development of learning content and resources and the successful delivery of joint projects and initiatives.



- Support and contribute to the creation and development of digital learning materials through our Virtual Learning Environment, or other digital platforms.
- Support and contribute towards the process of ensuring all learning content and resources are accessible and inclusive.
- Support ongoing development of processes for developing and delivering the TET learning offer.
- Develop, maintain, and improve knowledge and experience through continuous learning and development in relevant subject areas.
- 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 work to deadlines.
- Proven ability to work collaboratively and effectively in a team, 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 and the ability to exercise autonomy and initiative.
- Problem solving skills and the ability to implement solutions proactively.
- Excellent written and verbal communication skills.
- IT skills including email management, word processing, good knowledge of Excel, and the capacity to learn new software packages and skills.



### ***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 Scottish Qualifications Authority qualifications and the Scottish Credit and Qualifications Framework.
- Knowledge of education in Scotland including school, college, university and lifelong learning.
- Awareness of learning theory, methods, and best practice.
- Awareness of learning design methods and frameworks.
- Awareness of accessibility legislation and issues, and the ability to implement equitable solutions to meet learner needs.
- 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
- 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.



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## 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).

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