



# Labourer

**Closing Date: Wednesday 11 September, midday**

**Expected Interview Date: w/c 23 September 2024**

## Recruitment Reference:

HES/24/186

## Starting Salary:

£24,454 per annum

## Salary Range:

£24,454 to £25,331 per annum

## Pay Band:

A

## Directorate:

Operations

## Location:

Oban

## Line Manager:

John Beaton, Works Manager

## Contract Type:

Permanent

## Working Hours:

Full time, annualised hours (see below for more details)

Thank you for your interest in the post of Labourer with Historic Environment Scotland based at our Oban Depot, Glengallan Industrial Estate, Glengallan Road, Oban, PA34 4HG. This is a full time, permanent and pensionable appointment.

As part of the Monument Conservation Unit, you will have responsibility for the ongoing implementation of conservation, routine maintenance and presentation tasks for properties under the care of Historic Environment Scotland within the Oban area, including Iona Abbey.

## 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 Oban Monument Conservation Unit (MCU) consists of a 3 person team, all of whom carry out conservation and maintenance work on sites in a variety of locations. The team is headed by a Works Manager who has direct line management responsibilities for the whole team. As part of the MCU, you will have responsibility for the ongoing implementation of conservation, routine maintenance and presentation tasks of Historic Environment Scotland monuments within the Oban area, including Dunstaffnage Castle and Iona Abbey.

You will be expected to work at any location as directed by the Works Manager. Although the depot is situated in Oban, official transport is provided to and from the various sites within the district and beyond. Individuals are however expected to make their own way to the MCU Depot.

You will also be asked to travel using HES transport to other remote sites sometimes out with Depot areas which may include overnight stays.

## Working Hours

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

Currently the working year is divided into 2 working seasons – namely a longer working hours season (summer) and a shorter working hours 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 summer season will cover a 5-day working week, Monday to Friday inclusive. The normal working week in the winter season will also be agreed between MCU and local management and will normally include a 4-day week (Monday to Thursday).

## Key responsibilities, duties and objectives

- Providing semi-skilled assistance to enable the stonemasons to carry out their conservation duties
- Transporting the MCU staff, plant, equipment and materials from the depot to various Historic Environment Scotland (HES) sites spread throughout the West of Scotland



- Carrying out routine maintenance at sites, ensuring continued high standards of presentation of the properties in care
- Upkeep and maintenance of minor plant and equipment
- Undertaking statutory inspections to ensure that HES is fully compliant with legionella and fire legislation
- Weekly litter collection
- Weeding of low level masonry and moss removal from low level wall heads
- Grass cutting and strimming at various sites using numerous types of machinery
- Fencing repairs
- Mixing of lime mortar and transportation to and from working area
- Maintaining individual responsibilities for Health & Safety awareness and of fellow employees and the public
- Work will at times be carried out at height and in relatively confined spaces
- 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)

## 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:**

- Good knowledge of Health & Safety at Work (responsibilities & practices)
- Experience of operating small plant and equipment such as cement mixers, mowers etc
- Full UK Driving Licence

### **Desirable requirements:**

- Experience of working with different types of mortar especially lime mortar
- Good all round understanding of working on site

***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: 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 online 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 should 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 [centralrecruitment@hes.scot](mailto:centralrecruitment@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 John Beaton, Works Manager, via email at [john.beaton@hes.scot](mailto:john.beaton@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