



HISTORIC  
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# Data Analyst

**Closing Date: Thursday 16 February 2023, midday**

**Expected Interview Date: Thursday 2 March 2023**

## Recruitment Reference:

HES/22/013

## Starting Salary:

£36,018 per annum

## Salary Range:

£36,018 - £41,866 per annum

## Pay Band:

D

## Directorate:

Cultural Assets

## Location:

Edinburgh or Stirling

## Line Manager:

Julie Lochrie, Analytics Manager

## Contract Type:

Permanent

## Working Hours:

37 hours per week/flexible options available

Thank you for your interest in the post of Data Analyst with Historic Environment Scotland, based at Longmore House or the Engine Shed with flexible working (e.g., smarter working/hybrid working). This is permanent and pensionable appointment.

We are seeking a confident Data Analyst to join the Analytics Team. You will provide meaningful data, intelligence and insights across our organisation. You will also evaluate systems and complex processes to provide simple efficient solutions through data modelling.

## 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



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- 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 role sits within the Analytics Team which forms the wider Strategy, Standards and Systems Team within the Cultural Assets directorate.

Cultural Assets develops policy, strategy and guidance for our Properties in Care (PIC), associated collections, and archives. Our Strategy Systems and Standards Team lead on technical research, guidance, standards & education and development & maintenance of systems to deliver our obligations

The Analytics Team provides insights to existing asset management processes to ensure we are optimising decision-making, learning from our reporting and adding value to day-to-day operations. As a public body we have specific duties relating to open presentation of data and performance. We understand the potential for data and information that has been appropriately analysed to support and enhance our core objectives.

You will report directly to the Analytics Manager and work closely with the Analytics and Reporting Officer. You will be responsible for cleaning and preparing data for analysis and presentation. You will have responsibility for exploratory analysis of the data and collaborate with colleagues to decide the best way to visualise the data. Through data reporting you will help inform the development of systems, process and strategic planning. The role will also allow for the evaluation of systems and complex processes to provide simple efficient solutions through data modelling. There is also scope to carry out predictive analysis to aid with strategic planning.

There will be ample opportunity for your own learning and development in business skills, people skills and further advancement of professional data skills and knowledge.

Whilst this role will be contractually based at Longmore House or the Engine Shed, there will be options available to work flexibly, including hybrid working.

## Key responsibilities, duties and objectives

### Teamwork/Management

- Manage data projects, including planning and stakeholder engagement.
- Provide support to the Strategy, Systems and Standards team as and when required to meet wider team objectives related to business requirements.
- Provide on-going support to the Analytics Manager with conservation reporting as required under Scheme of Delegation, including collation, analysis and presentation of various types of data and information.

### Data Handling and Analysis

- Identify required cleaning and preparation methods and data limitations.
- Identify, collect and migrate data to and from a range of systems. Manipulate and link data to facilitate reporting.
- Undertake exploratory data analysis to provide senior staff with intelligence on risk and compliance matters.
- Provide ad-hoc analytics/insights to support decision-making across all areas of the business.

Historic Environment Scotland – Longmore House, Salisbury Place, Edinburgh, EH9 1SH  
Scottish Charity No. SC045925  
VAT No. GB 221 8680 15



## Reporting

- Establish organisational data and reporting requirements, working with our Analytics Manager and key internal stakeholders to provide meaningful, timely information.
- Develop and design templates for both static and interactive reports to meet a range of reporting requirements, audience types and levels.
- Communication through oral presentations.
- Working with other members of the Strategy, Systems and Standards Team, to deliver a broad range of on-going (quarterly, annual etc.) reports relating to risk and compliance, and other areas of asset management.

## Process and Performance improvement

- Set up or collaborate in systems and process design to ensure it support reporting needs.
- Work across business areas to identify and resolve problems associated with data processes and products as they occur to ensure current and accurate data capture and reporting.
- Provide insights during strategic planning by collaborating with others to establish new methods and associated measures for performance monitoring.

## 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:**

- Demonstrate exceptional attention to detail.
- Demonstrate experience of being resourceful and proactively seeking out answers/options/solutions.
- Demonstrate through experience, an ability to confidently lead on data analysis projects.
- Demonstrate experience of delivering technical reports from start to finish with minimal supervision to a high standard of written English.



- Have experience of tailoring content to different audiences across a range of levels including senior management level.
- Advanced Microsoft Excel skills: including PIVOT tables and Power Query.
- Advanced Microsoft Word skills: including the creation of bespoke styles, and advanced formatting.
- Advanced Power BI skills: including creating informative user-friendly dashboards, and a level of competence in using DAX for creation of bespoke 'measures'; similar experience with other software packages may be considered as an alternative.
- Demonstrate experience using SQL or Python/Pandas to clean data.

***Desirable requirements:***

- Demonstrate experience of delivering oral presentations and leading interactive workshops.
- Awareness of risk management in a medium to large-sized organisation.
- Experience using collaborative working tools such as Microsoft Teams, Miro and SharePoint.
- Experience using supervised and unsupervised machine learning techniques.
- Good knowledge of Adobe packages including Illustrator and InDesign.
- Experience of using ArcGIS or QGIS for spatial data.
- Interest in historic environment and/or asset management of buildings.

***Qualifications & Professional Memberships:***

- Essential – Qualifications, skills or experience at [SCQF level 9](#) (e.g. Ordinary Degree) in a relevant subject such as maths, statistics, sciences or transferrable skills in combination with experience working in Data Analyst (or comparable) role.
- Desirable – Qualifications, skills or experience at [SCQF level 10](#) (e.g. Honours Degree) in a relevant subject, e.g. Data Analytics, Data Science, Quantitative Risk Management.



## 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.



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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 Julie Lochrie, Analytics Manager, by email at [Julie.lochrie@hes.scot](mailto:Julie.lochrie@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