



Senior Merchandiser

Closing Date: Sunday 29th May at Midnight.

Expected Interview Date: 6th June

Recruitment Reference:

HES/22/125a

Starting Salary:

£26,341 per annum

Salary Range:

£26,341 - £32,669 per annum

Pay Band:

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Directorate:

Marketing & Engagement

Location:

Longmore House / WFH

Line Manager:

Gayle Shankley

Contract Type:

2 Year Fixed Term

Working Hours:

Full-time (37 hours per week)

Thank you for your interest in the post of Senior Merchandiser with Historic Environment Scotland, based at Longmore House / WFH. This is a 2 year fixed-term and pensionable appointment.

Reporting to the Merchandising Manager and working as part of a retail team responsible for 74 heritage attraction shops in Scotland, this is a key role in the retail management team.

You will be responsible for supporting the Merchandising Manager to deliver seamless running of our back-end retail operation, with particular responsibilities in the areas of stock management and financial reconciliation. You will ensure that retail products appear in the right store at the right time and in the correct quantity. The right information is key to our business; therefore, you will ensure that the correct reports and analysis are prepared.

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 retail team consists of 18, based across Longmore House HQ and Seafield warehouse. The team oversees the retail function across 74 shops across the country and online, including sourcing and developing product, visual merchandising, ordering and forecasting stock, product promotion and support, ecommerce activity, sales support, and all analysis and reporting on all activity.

The Merchandising team consists of three Category Merchandisers and the Merchandising Manager, responsible for analysis and stock ordering/management for all 74 shops. This is a new role, reporting to the Merchandising Manager and is a key role in the retail management team.

You will be responsible for the supporting the running of our back-end retail operation, with particular responsibility in the area of stock management. You will ensure that retail products appear in the right store at the right time and in the correct quantity. The right information is key to our business; therefore, you will ensure that the correct reports and analysis are prepared.

Key responsibilities, duties and objectives

- Support sites/category merchandisers in delivery of BAU activities including ordering, analysis, product allocations and stock disposal. This includes providing guidance, training and general support to enable to sites to maximise income and profits.
- Introduce procedural efficiencies in stock allocation and management, for both sites and warehouse.
- Implementation of more detailed planning and trading documents such as topline and category WSSIs, category and range plans to monitor optimum stock levels over full estate and warehouse.
- Improved forecasting and warehouse fulfilment.
- Support the buying team with supplier management and margin review
- Review and implementation of ordering and allocation procedures.
- Review aged inventory by product, by site, to improve stock turn and stock holding.

- Support Merchandising Manager in BAU tasks to enable more efficient delivery of objectives.
- Review of sites – assess retail profitability of all shops including spatial analysis of all sites to enable future planning and analysis of product offer
- Review of suppliers – with buying colleagues, review suppliers to identify opportunities, and consolidate where appropriate, replacing with sustainable and MIS options wherever possible.

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:

- Understanding of all Retail KPIs
- Multi category expertise including use of stock system
- Analysis expertise in seasonal operation
- Proficient in use of excel
- Experience in liaison with suppliers
- Experience in retail sector

Desirable requirements:

- Experience in ecommerce

Qualifications & Professional Memberships:

- Qualifications or skills and experience at SCQF Level 6 (e.g., Highers) (essential)

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 5 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
- 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, 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 Gayle Shankley via email gayle.shankley@hes.scot

Applications are especially welcome from those who have Gaelic language skills.

Thank you.

Human Resources
Historic Environment Scotland