

## District Architect/Surveyor – North

**Closing Date: Wednesday 10 January, Midday**

**Expected Interview Date: Week commencing 22<sup>nd</sup> January**

**Recruitment Reference:**  
HES/23/271a

**Starting Salary:**  
£43,960

**Salary Range:**  
£43,960 -  
£49,953

**Pay Band:**  
E

**Directorate:**  
Operations

**Location:**  
Location to be  
agreed on  
appointment

**Line Manager:**  
Chris Jones,  
Head of North  
Region

**Contract Type:**  
Permanent

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

Thank you for your interest in the post of District Architect/Surveyor for the North Region with Historic Environment Scotland. Your base location is flexible, but you will be expected to travel to visit sites and stakeholders across your Region, and on occasion across Scotland. This is a permanent and pensionable appointment.

As part of a multidisciplinary team, you will work with the Regional and District Works Managers within your Operations area to conserve and maintain the scheduled ancient monuments and ancillary buildings managed by HES on behalf of Scottish Ministers. Within your district, you will also work closely with the District Visitor and Community Managers as part of tactical local delivery and wider strategic priorities for the Operations Directorate.

### 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 District Architect/Surveyor is a leadership role in our Operations Directorate. The Operations Directorate is a newly created Directorate that will strengthen our regional footprint and, for the first time bring together under one directorate, delivery of many of HES' activities at a regional and local level across Scotland.

Reporting to the Head of Region, you will support through conservation planning and practice the operational delivery of asset management activities across all Properties in Care, and scheduled monuments within the Region according to our corporate strategies, systems and policies.

You'll bring an in-depth knowledge of the unique requirements of undertaking property and conservation works to heritage assets and supporting infrastructure, working confidently as an expert in the conservation and repair of our assets and supporting the delivery of commercial operations, visitor experience and collections management.

You will collaborate in our operational leadership team with the Regional Visitor and Community Manager who leads on the delivery of visitor experiences, community engagement and commercial activities. Working with our National strategic teams and wider Operations Directorate you will be our expert in wisely using available resources to deliver exceptional standards of property care for now and for generations to come.

You'll work with the North Senior Team on regional planning working efficiently and flexibly with the resources available to you. Your plan will align with, and contribute to, the corporate strategic direction set by our the Operations Directorate. This will also deliver against the Asset Management Plan and supporting policies and deliver assurance on statutory compliance through inspections and reporting.

In conjunction with the Regional and District Works management, you will have a thorough understanding of the legislation, policies, processes, procedures and guidance related to the condition and care of our properties, working with colleagues across HES to make sure our properties are consistently safe, legally compliant, and professionally maintained environments.

## Key responsibilities, duties and objectives

- Carry out on site condition surveys and annual conservation audits of the Properties in Care to establish future priorities and development work for district PICs and ancillary accommodation, including the compiling of conservation strategies and monument investment plans for the Properties in Care in conjunction with input from our specialist teams.
- Prepare work programmes, develop proposals and supporting contract documentation at all stages of the RIBA Work Plan, in conjunction with architectural technicians, quantity surveyors and other in-house specialist teams. Site works may be carried out by the Historic Environment Scotland monument conservation unit or external contractors.

- Deliver appropriate standards in conservation and project management in accordance with HES Conservation Principles and Standards and relevant regulatory requirements.
- Act as client representative, contract administrator or project manager as instructed. And in accordance with Historic Environment Scotland's management, financial, procurement and contract procedures.
- Inspect the quality of work on site and monitor expenditure against budgets in accordance with Historic Environment Scotland's financial procedures.
- Liaise with the HES Operations RVCM and DVCM, and Factor on matters of site presentation, staffing or factoring of properties in care.
- Compile and submit Scheduled Monument Consent, Planning Permission and Building Warrant applications where required for works or site operations as required.
- Act as the Principal Designer or designer for works in the region, where applicable and ensure Health and Safety is applied in everything we do.
- Support a strong sustainability ethos within the organisation, embedded in all projects from inception to completion and operation. Work with the HES Climate Change team to ensure compliance and help deliver the HES Carbon Management Plan 2017–2022, Scottish Government and Zero Waste Scotland Circular Economy strategy, Waste Scotland (Regulations) 2012 and HES Sustainability Policy.
- Ensure projects are compliant with relevant statutory regulations such as CDM regulations and support all internal HES policies, especially Equality Act 2010 and HES Access Policy.
- Assist with the developing digital CAFM (Computer Aided Facilities Management) system, and the new digital Properties in Care Asset Management System (PICAMS) that will link the data sets held within Conservation Directorate and HES.
- Provide data and information as required to the Estates Audit, Analytics and Reporting team to assist with the Annual PIC Conservation Report as required under the Scheme of Delegation.
- Provide professional and technical support, if required, to the statutory scheme of grant-aided repairs to listed buildings and scheduled monuments. This will involve site visits, preparation of advisory reports, review of proposals, and inspection of works to ensure appropriate standards are maintained. Caseload will be resource driven and duties may require travelling and overnight periods away from home.

- Working with HES colleagues in the development of major projects and the facilitation of wider corporate activity for district sites.
- Produce works packages responding to recommendations of FSRA, VSRA and H&S audits in liaison with responsible officers including design, specification and For Construction Package.
- Support DWM and DVCM on identifying appropriate resourcing asks across the district, including OPEX and IP bids.
- Act as a senior member of the regional operations team, supporting and leading on operational activity for HES within the region.
- Carry out Line Management Duties for BCT: Probation monitoring, Mid-Year and End Year Reviews.
- Support the regional Head of Operations on activities as and when required.

## 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 your team - Leading and 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:**

- You will have a working knowledge of conservation principles and ethics.
- You will have a working knowledge of technical conservation skills, historic structures, conservation philosophies, traditional Scottish building materials and traditional construction practice.
- You will have a sound knowledge and some experience of project, contract and financial management in relation to construction projects, procurement and budget management.
- You will have some experience of co-ordinating programmes of work and resources in a construction environment.
- You will understand the implications of Accessibility legislation and the operation of the CDM regulations.

### **Desirable requirements:**

- You will be able to analyse building problems, seek and evaluate advice from technical and historical research and provide innovative solutions which satisfy HES conservation principles and criteria
- You will have experience in conservation project management.
- You will have experience of and be competent in the use of BiM, Revit and related building information or drawing packages
- You will have a working knowledge of ArcGiS
- You will be able to demonstrate experience of surveying historic buildings
- A full driving license

***Qualifications & Professional Memberships:***

- You will be a fully qualified Architect or Chartered Surveyor with demonstrable post qualification experience of practice within a relevant sector
- You will be working towards or willing to work towards conservation accreditation.

## 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/intranet/>

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 Chris Jones, Head of North Region via email at [christopher.jones@hes.scot](mailto:christopher.jones@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