Driver/Labourer

Closing Date: 18th May 2022, midday

**Expected Interview Date: w/c 30th May**

Thank you for your interest in the post of Driver/Labourer with Historic Environment Scotland, based at Dumbarton Castle Depot. This is a permanent and pensionable appointment.

**Recruitment Reference:**

HES/22/114

**Starting Salary:**

£19,800 per annum

**Salary Range:**

£19,800 - £20,751 per annum

**Pay Band:**

A

**Directorate:**

Operations

**Location:**

Dumbarton Depot

**Line Manager:**

David Heggie, Works Manager

**Contract Type:**

Permanent

**Working Hours:**

Full time - Annualised split between Spring, Summer and Winter weeks.

You will be joining a dedicated team where you will contribute to the conservation of historical monuments under the care of Historic Environment Scotland in Dumbarton and the surrounding area.

**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
* 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 Dumbarton Castle Depot Monument Conservation Unit, (MCU), currently consists of a 4-person team all of which carry out conservation and maintenance work on a variety of locations. The team is headed by a Works Manager who has direct line management responsibilities for the whole team.

You will provide labouring duties to the team as well as driver duties in transferring the squad to their place of work and picking up materials. You will be expected to make your own way to and from Dumbarton Depot for start and finish times. You may on occasion be required to work at other monuments within the HES South Region.

***Working Hours:***

The normal weekly hours of work will vary according to the working season and may be subject to future changes. The working year will cover the calendar year 1 April to 31 March. These annualised hours are calculated based on a 37-hour working week averaged throughout the contract year and are paid as such.

The working year will be divided into 1 spring week and 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 longer summer season will cover a 5 day working week, Monday to Friday inclusive. The normal working week pertaining to the spring week and the short season will also be agreed between MCU and local management so as to include a 4 day week (within Monday to Friday of that week); or a 9 day fortnight within the period covered by Monday to Friday inclusive in 2 consecutive weeks.

The normal weekly hours of work in the long summer season will not exceed a maximum of 42.5 hours per week, which shall be inclusive of travel between the base depot and the place of work, up to a maximum of 2 hours per day for such travelling.

Please see below the current working hours at Dumbarton Depot:

Spring working hours:

Monday–Wednesday 07:30am – 16.30pm

Thursday 07.30am – 16.00pm

Summer working hours:

Monday–Thursday 07:30am – 17:00pm

Friday 07:30am – 14.30pm

Winter working hours:

Monday–Thursday 07:45am – 16:00pm

Key responsibilities, duties and objectives

The main duties of the labourers post include:

* Providing semi-skilled assistance to enable the stonemasons to carry out their conservation duties.
* Transporting MCU staff, plant, equipment and materials from depot to various Historic Environment Scotland sites spread throughout the South West of Scotland.
* Carry out routine maintenance at the Castle ensuring continued high standards of presentation of the PICs and the ‘stitch in time’ works.
* Maintenance of small plant and equipment.
* Undertake statutory inspections to ensure that HES is fully compliant with legionella and fire legislation.
* Maintain individual responsibilities for Health & Safety awareness and the health and Safety of members of the public and fellow employees.
* Keeping the working site clean and tidy ensure that access and egress to working areas are maintained at all times.
* Weekly litter collection.
* Weeding of low level masonry, moss removal from low level wall heads.
* Delivery of consumables, plant and equipment required by the sites (both Visitor Operations & MCU) e.g. loo rolls, cleaning equipment, shop stock when vehicle suits etc.

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 below as part of the selection process.

***Essential requirements:***

* Knowledge of traditional building crafts. In particular, an understanding and knowledge of lime mortars and current conservation practises and techniques relating to historic buildings and monuments.
* Experience and knowledge of health & safety practises including COSHH assessments, risk management etc.
* Experience of construction sites.
* Experience of general labouring practises.
* Small plant and equipment maintenance.
* Full UK Driving Licence and willing to work towards a D1 + E Entitlement if not already obtained.

***Desirable requirements:***

* CSCS accreditation card holder

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/>.

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 [CDsouthadmin@hes.scot](mailto:CDsouthadmin@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 David Heggie, Works Manager, at [david.heggie@hes.scot](mailto:david.heggie@hes.scot).

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](https://www.historicenvironment.scot/archives-and-research/publications/publication/?publicationId=e4f2bd45-fbb2-457e-b5a9-ad19014dfcea) 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.

Thank you.

Human Resources

Historic Environment Scotland