



Designations Officer

Closing Date: Wednesday 9 October 2024, Midday

Expected Interview Date: TBC

Recruitment

Reference:

HES/24/196

Starting Salary:

£32,110 pro rata per annum

Salary Range:

£32,110 - £37,874 pro rata per annum

Pay Band:

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Directorate:

Heritage

Location:

Longmore House,
Edinburgh

Line Manager:

Robbie Graham, Senior
Designations Officer

Contract Type:

Fixed Term Contract
until 22 December
2025.

Working Hours:

Full time, 35 hours per
week

Thank you for your interest in the post of Designations Officer with Historic Environment Scotland, based at Longmore House, Edinburgh. This is a fixed term and pensionable appointment.

You will primarily undertake work to assess the significance of buildings for designation. Work will include research, fieldwork, consultation and reporting. Other work will involve assessing the significance of monuments, gardens, battlefields and historic marine assets for designation. Work will include research, fieldwork, consultation and reporting as well as contributing to high profile cases and appeals.

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 Designations Service sits within the Heritage Directorate of HES and is responsible for compiling and maintaining records for the following statutory designations:

- The Schedule of nationally important monuments
- The List of buildings of special architectural and historic interest
- The Inventory of Gardens and Designed Landscapes
- The Inventory of Historic Battlefields.

The Designations Service also advises the Scottish Government in relation to the designation of historic marine protected areas.

We assess sites and places across Scotland. We engage with owners, planning authorities, developers and many others to providing advice and information on designation work. You will have to opportunity to work across Scotland, which will require flexibility and willingness to travel.

The team is comprised of 23 colleagues over four main functions: Scheduling, Listing, Inventories and Designations Support. You will be one of 6 Designations Officers who primarily deliver listing casework.

The post is based at Longmore House, Edinburgh. We support hybrid working, with an expectation that you will attend the office on a regular basis for line management, team and Directorate-wide meetings and ad-hoc meetings as requested. You will also be expected to be available for travel across Scotland.

Key responsibilities, duties and objectives

Designations casework

- Primarily undertaking work to assess the significance of buildings for designation. Work will include research, fieldwork, consultation and reporting. Other work will involve assessing the significance of monuments, gardens, battlefields and historic marine assets for designation.

- Preparing designations records/reports and designations maps to an agreed format and standard.
- Researching and collating historical, architectural, archaeological, landscapes information.
- Working with maps and Geographic Information Systems (GIS).
- Background research and administration for the preparation of appeals, briefings, historic environment repair grants, site visits, communication with the public etc.

Teamwork

- You will work on multiple cases to set deadlines and as such, working as part of a team will be vital to delivering objectives to the required standard.

Leadership and organisation

- Deputising for Senior Designations Officers as required.
- Supporting the work of the Heritage Directorate more widely, particularly through the provision of advice to owners of designated assets, planning authorities, developers and colleagues on the designation and the historic environment.
- Co-ordinating and providing general advice on the designation of the historic environment as necessary.
- Other appropriate duties that may be allocated when required by line managers.

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:

- Strong working knowledge of the history of Scottish architecture
- Good working knowledge of Historic Environment legislation and policy, and its application within the planning system
- Advanced research and writing skills with an ability to write concisely.
- Expertise in history, architecture, or archaeology, building conservation or related discipline
- Excellent communication skills with the ability to work with a range of external partners and stakeholders
- Demonstrate ability to manage resources successfully, work effectively in a team and proven ability to work to set deadlines
- Experience of working in the historic environment sector

Desirable requirements:

- Strong working knowledge of one or more of the following: Scottish archaeology designed landscapes, historic battlefields or maritime archaeology
- Experience of working with the public and stakeholders in relation to heritage management issues
- Working knowledge of Geographic Information Systems (GIS)

Qualifications & Professional Memberships:

- SCQF Level 10 (Scottish Credit and Qualifications Framework) qualification in a relevant subject matter or equivalent relevant experience is essential
- A full driver's licence is desirable



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 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 Robbie Graham, Senior Designations Officer via email at robbie.graham@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