



HISTORIC
ENVIRONMENT
SCOTLAND

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Computer Aided Design (CAD) Technician - High Level Inspection (x2)

Closing Date: Monday 13 May, Midday

Expected Interview Date: Week commencing Monday 27 May

Recruitment Reference:

HES/24/080

Starting Salary:

£32,110 per annum

Salary Range:

£32,110 - £37,874
per annum

Pay Band:

Band C

Directorate:

Operations

Location:

Edinburgh/Stirling
with occasional travel
to various sites
nationwide.

Line Manager:

Stacie Allan, Building
Conservation
Technologist (BCT)

Contract Type:

Permanent

Working Hours:

35 hours per week

Thank you for your interest in the position of **Computer-Aided Design (CAD) Technician** with Historic Environment Scotland. You will be working as part of the High Level Inspection Team.

This role offers the opportunity to work at either our Edinburgh (Longmore House) or one of our Stirling Offices (The Engine Shed/Argyll's Lodging), with occasional travel to some of our spectacular historic sites located across the mainland and islands of Scotland. We pride ourselves on being an inclusive employer so special consideration may be given to support a level of remote working. This is a permanent and pensionable appointment with all new entrants starting at the base of the salary range. This post has no line management or budgetary management responsibility.

You will be tasked with compiling inspection data, producing professional CAD drawings to illustrate the inspection results, and assisting in the production of inspection reports.

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 Inspection teams are responsible for carrying out the National High Level Masonry Inspection programme across our Properties in Care (PIC's) as a key Corporate priority. This includes preparing for inspections, conducting inspections, and documenting inspection findings related to all built fabric above 1.5m across the Estate. The reporting team (lead by the BCT) is responsible for collating the final report, producing the formal drawing packages and reporting on progress.

You will be part of the reporting team but will be required to work closely with the inspection teams. You will report progress directly to the Building Conservation Technologist (BCT) on a regular basis. Your job will involve some ad hoc duties such as providing technical support to the inspection teams, attending site familiarisation visits, taking photographic overview pictures, updating progress trackers and so on.

Your work will predominantly be desk-based, however, there may be occasions where on-site visits are necessary. During these times, you may encounter adverse weather conditions and uneven terrain. Occasionally overnight stays away from home will be required. Modes of transport may include car/van, train, boat/ferry or aircraft.

Key responsibilities, duties, and objectives

- Collate and compile inspection data sets.
- Check inspection information for completeness in advance of report production.
- Collaborate with the inspection team to resolve any issues with the inspection data and ensure its accuracy.
- Offer technical assistance to the inspection teams as needed.
- Prepare and compile the inspection report on behalf of the Lead inspector.
- Produce comprehensive CAD packages for each inspection.



- Ensures that the inspection reports and CAD drawing packages are interactive and that all links correspond to the correct file locations.
- Ensure that inspection data, reports, and drawings are stored in the Document Centre in line with agreed protocols. N.B. Document Centre is SharePoint based.
- Lead and support data management as required, this includes ensuring metadata is correct and kept up to date.
- Communicate report progress to the BCT and stakeholders as required.

Post Competencies

You will be assessed against these competencies during our selection process.

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)
- 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:

- Experienced AutoCAD user
- Intermediate Microsoft Excel knowledge and skills (minimum requirement).
- Proficient in working with technical datasets, data management and collating information to produce reports.
- Good eye for detail.
- Ensure a strong focus on compliance with required standards for data and quality assurance.
- Strong communication and presentation skills.
- Works well with a team or independently.
- Self-motivated with a strong sense of ownership and accountability.
- Able to work away from home occasionally.
- Ability and willingness to undertake and successfully complete on-the-job training and assessments as required (where these are not held). Examples include but are not limited to:
 - HES High-Level Masonry Inspection Report Training (HLMIT)
 - Training in Surveying of Assets for Conservation (SCQF8) (SAC8)



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- HES Document Centre Training
- IOSH Working Safely (delivered by external provider)

Desirable requirements:

- Knowledge of Health and Safety legislation (some on the job training offered).
- Experience using Adobe Acrobat DC and Adobe Photoshop.
- Experience working with Microsoft Teams.
- Ability to think creatively and beyond current working practices, to identify opportunities for improvements within the team/department
- Knowledge of conservation, traditional buildings and material decay mechanisms would be beneficial.
- Knowledge or interest in Geographic Information Systems (GIS).
- Knowledge or interest in 3D laser scanning and photogrammetry.

Qualifications:

- [SCQF Level 7](#) or above in Computer Aided Draft & Design or a similar discipline.

Desirable Qualifications:

- Due to the remoteness of some of our sites, a full UK Driving Licence would be beneficial, but accommodations may be possible depending on your location or access to public transport.

Useful Links:

If you would like to know more about what we do, here is a short introduction to our high level inspection programme and what it is like working within the heritage sector:



Behind the scenes of our High Level
Masonary programme



Historic sites inspection programme: behind
the scenes



Discover Heritage Careers - Working with
Scotland's History and Heritage

Introduction to our High Level Inspection Programme:

[High Level Masonry Inspections | Historic Environment Scotland](#)

High Level Masonry Inspection Report examples:

[High Level Maintenance Inspection Reports | Historic Environment Scotland](#)



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, 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 Stacie Allan, Building Conservation Technologist via email at Stacie.Allan@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