



Conservation Advisor - Grants Team

Closing Date: Wednesday 7 June 2023, midday

Expected Interview Date: Tuesday 20 June 2023

Recruitment Reference:

HES/23/080a

Starting Salary:

£43,960 pro rata per annum

Salary Range:

£43,960 - £49,953 pro rata per annum

Pay Band:

E

Directorate:

External Relations and Partnerships

Location:

Longmore House

Line Manager:

Susan O'Connor,
Head of Grants

Contract Type:

Permanent

Working Hours:

Full time, 37 hours per week

Thank you for your interest in the post of Conservation Advisor - Grants Team with Historic Environment Scotland, based at Longmore House. This is a permanent and pensionable appointment.

As the technical adviser for the Grants Team's repair grants activity, the Conservation Advisor will play an integral role in enabling grantees to deliver high-quality conservation and repair outcomes whilst ensuring that we deliver excellent customer service. To be successful in this role, you will be a Conservation Accredited Architect/Surveyor with strong technical expertise and a collaborative, customer-oriented approach.

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 Grants Conservation Advisor will be based in the Grants Team within the External Relations and Partnerships Directorate. The team and wider Directorate has a remit that includes strategy and policy development, research and intangible cultural heritage, international working, equalities, community engagement and economic development, grants, fundraising, the Chief Executive's Office and the delivery of Our Place in Time – a strategy that sets out a 10-year vision for the historic environment of Scotland to 2024.

This is an exciting time to join the Grants Team. Having recently launched a suite of new grants programmes, our grants capacity is more accessible and flexible than ever before. Key changes we have made include a provision for grant awards for emergency and ancillary works, where up to £25,000 can be made available for small works packages that would not have been prioritised for funding before. More information is available here: <https://www.historicenvironment.scot/grants-and-funding/our-grants/>

The Conservation Advisor will be responsible for providing expert advice on both these small-scale awards and on awards of up to £500,000. Working alongside our highly-experienced Grants Officers, the Conservation Advisor will be expected to work in a collaborative, proactive and professional manner that ensures best value for HES' investment.

This post will build upon years of successful collaboration between the Grants Team, our District Architects and other technical colleagues to assess applications and support grantees in developing successful projects that build the resilience of Scotland's historic environment whilst delivering wider social, economic and environmental outcomes.

The Conservation Advisor is a dynamic role that will require a combination of technical expertise and effective communication and stakeholder management skills. As the Grants Team's technical expert, you will provide technical advice, support and leadership relating to our repair grant activity. This will involve a significant amount of collaborative, cross-directorate working to oversee the technical expert advice process as well as regular communications with grantees and their professional advisers.

In line with our requirement for grantee professional advisers to be Conservation Accredited, the Conservation Advisor is required to possess Conservation Accreditation.

Key responsibilities, duties and objectives

- Providing expert advice and undertaking the Technical Advisory process directly for a defined caseload of repair grant applications and live projects, including emergency and ancillary works.
- Providing advice and support to Grants Team in handling/communicating technical information to grantee professional teams
- On complex cases at the top level of grant aid, acting in collaboration with HES' District Architects to provide technical advice
- Developing and maintaining a library of internal and external guidance, policies and templates relating to repair grants and the Grants Technical Advisory process
- Monitoring and reporting on performance targets relating to repair grants and the Technical Advisory process
- Playing a key advisory role for repair-related projects under wider grant programmes, including Heritage & Place, City Heritage Trusts and the Partnership Fund



- Edit and update the HES Grants technical advice publications

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:

- 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 an in-depth knowledge and proven experience of project, contract and financial management in relation to construction projects
- A strong conservation ethic and empathy with our conservation purpose including the contribution of construction in a circular economy
- You will understand planning and compliance legislation such as Listed Building Consent, The Scottish Building Regulations and the Equalities act
- Health and safety and the application of the Construction Design and Management Regulations in projects
- You will be able to demonstrate experience of surveying historic buildings
- You will have demonstrable experience of building conservation in the repair of historic structures and wide knowledge of traditional Scottish building materials and construction practice is expected
- You will have experience of coordinating complex programmes of work and resources in a construction environment
- Access to independent means of transport
- Experience of providing constructive support and advice to customers
- Excellent oral and written communication skills

Desirable requirements:

- Knowledge of vernacular and traditionally built structures in Scotland and their historic development,
- National and international conservation philosophies
- Consolidation and repair of traditional materials such as carved and mass masonry, structural and finishing joinery.

- Experience in the use of CAD, BiM, Revit and related building information or drawing packages
- A working knowledge of ArcGiS
- Knowledge or experience of grant-making
- Experience of working on HES-funded repair projects

Qualifications & Professional Memberships:

- You will be a fully qualified Architect, Chartered Building Surveyor, Structural Engineer or CIAT Accredited Conservationist
- Conservation accreditation from RIBA, RICS, CARE or other UK- recognised Building Conservation accreditation scheme is essential.
- A post graduate degree in building conservation or related discipline 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 Susan O'Connor, Head of Grants via email at susan.o'connor@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