



HISTORIC
ENVIRONMENT
SCOTLAND

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Asset Compliance Manager

Closing Date: Monday 5 December 2022, midday

Interview date: Monday 19 or Tuesday 20 December 2022

Recruitment

Reference:

HES/22/279

Starting Salary:

£ 36,018

Salary Range:

£36,018 to £41,866

Pay Band:

D

Directorate:

Cultural Assets

Location:

Longmore House,
Edinburgh with hybrid
working

Line Manager:

Andy Wood, Asset
Compliance Lead

Contract Type:

Permanent

Working Hours:

37 hours per week

Thank you for your interest in the post of Asset Compliance Manager with Historic Environment Scotland, based at Longmore House in Edinburgh with option for hybrid working. This is a permanent and pensionable appointment.

You will assist the Asset Compliance Lead on the delivery of a baseline assessment of compliance areas associated with plant & equipment, boats, flagpoles, graveyards and memorial stones to ensure our sites comply with statutory and regulatory requirements, and internal standards in support of HES business needs, and reporting on an on-going basis thereafter.

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 will be overarching strategy to which ensures 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 post sits within the Asset Management, Factoring and Compliance Department as part of the Cultural Assets Directorate and directly reports to the Asset Compliance Lead. The Cultural Assets Directorate are the custodians of Scotland's 336 properties in care on behalf of Scottish Ministers. The Directorate leads on the development of strategy and standards for the sustainable management and compliance of HES Properties in Care, collections and archives, and support others to do the same.

You will focus on the development of policies and procedures in relation to HES statutory and legal obligations. You will also be involved in the quality assurance and auditing on the operational delivery of policy and procedures in addition to reviewing and updating existing policy and procedures.

These areas have been grouped into three tiers:

- Tier 1: HES Assets and operations that present a risk to life (i.e. high level masonry, rock risk, management of memorials, tree safety, etc.)
- Tier 2: HES operations that present a safety or compliance risk, but not typically to life
- Tier 3: HES operations which impact on the environment and require associated regulatory control.

You will continue Asset Management & Compliance work in the development of inspection and recording systems and tools and training packages to ensure that HES is meeting its legal obligations and work with users to ensure a successful implementation of these new processes. You will assist in the on-going monitoring and reporting of compliance and will work with colleagues to develop and implement standard procedures and systems to ensure we can demonstrate/articulate our compliance with statutory regulations.

You will also be required to liaise closely and collaboratively with the Operations Directorate and other HES Directorates with the development, implementation and delivery of new compliance policies, procedures, systems, training etc.

You will be involved in the delivery of audits which will evaluate the effectiveness of existing and new procedures and identify where improvements can be made.

You will have line management responsibility for two members of staff, whose primary focus is ongoing tracking of resulting actions associated with the above, and who will also assist in auditing and arranging related training.

This post will require an element of travelling throughout the length and breadth of Scotland including the Northern and Western Isles.



Key responsibilities, duties and objectives

- To support the Asset Compliance Lead in developing and implementing systems, standards, policies and procedures to ensure compliance with statutory regulations and to work with colleagues to uphold consistency across the Estate in relation to compliance-focused processes and procedures.
- To develop national asset registers, for example plant and equipment.
- To work with the Analytics & Reporting team to support the documentation, recording and reporting of compliance activity.
- To ensure that any compliance risks identified are fed into the risk and compliance obligations registers and review and update regularly.
- To keep up to date with current relevant legislation e.g. statutory compliance legislation, H&S legislation, PUWER and COSHH regulations.
- To support the Asset Compliance Lead in the annual estimates process to highlight compliance-related investment requirements,
- To maintain the internal audit programme of asset compliance aspects and undertake auditing of established policy and procedures

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 as part of the selection process.

Essential requirements:

- Proven knowledge and experience of compliance issues on a large, complex estate
- Experience in developing and implementing new safety procedures and changes, recording systems and audit documentation
- Intermediate-level competence in Microsoft packages (particularly Excel and MS Forms)
- Experience of collating and presenting a structured analysis of data from different sources to deliver regular compliance reports, financial reports, programmes, etc. as required
- You will be self-motivating, with the ability to multi-task, prioritise and work autonomously to achieve results
- Experience of and be highly competent at building strong partnerships with others



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- Excellent written and verbal communication skills and able to convey complex information concisely to a variety of audiences

Desirable requirements:

- Experience of working with historic buildings
- Experience of working within the context of a formal safety management system
- Experience of developing and maintaining environmental management systems, policy and procedures

Professional Qualifications & Professional Memberships:

- [SCQF level 8+](#) in a relevant discipline is essential
- A full UK driving licence is essential
- Project management qualification or training is desirable
- You will ideally hold the NEBOSH General Certificate or equivalent, or working towards
- You will ideally be a member of IOSH, preferably at Technical level



What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also 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
- special leave
- maternity/paternity leave
- adoption leave
- childcare vouchers
- to pay 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 free Headspace membership
- interest free loans for bicycles (and travel passes)
- As part of our Equalities policy, we will make any reasonable adjustments for staff when needed.

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 get 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. Open 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 Andy Wood, Asset Compliance Lead via email at andy.wood@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.

Thank you.

Human Resources
Historic Environment Scotland