



# Assistant Contracts Manager

**Closing Date: Wednesday 19 February 2025, Midday**

**Expected Interview Date: TBC**

## Recruitment Reference:

HES/25/012

## Starting Salary:

£32,255 pro rata per annum

## Salary Range:

£32,255 - £38,245 pro rata per annum

## Pay Band:

C

## Directorate:

Operations

## Location

Flexible/hybrid working available

## Line Manager:

Calum Heddle, Contracts Manager

## Contract Type:

Permanent

## Working Hours:

Part Time, 28 hours per week

Thank you for your interest in the post of Assistant Contracts Manager with Historic Environment Scotland. This is a Permanent and pensionable appointment.

You will provide essential support to the Operations Directorate Contracts Manager and will initially focus on managing the waste broker and cleaning contracts, aligning the new cleaning requirement closely to the waste broker contract to maximise the expertise of our suppliers and achieve targets in the waste and resources paper and Climate Action plan. In time, this role will open up to support on a wider range of contracts. This role will be office based but regular travel to our sites will be required.

## 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

This post sits within Contracts Branch of the Planning and Reporting Team in the Operations Directorate. The Planning and Reporting Team provides critical support to the Operations Directorate in the form of administrative support, business planning and reporting services and plays a key role in continuous improvement, actively seeking opportunity to increase efficiency and productivity by implementing positive change across the directorate, including in our contracts.

In time, this role will support across a range of contracts, but will initially manage our waste and cleaning contracts; this is expected to be the primary focus of the role for the first 3 years. You will ensure value is achieved, maximising leverage to ensure contract performance. You will work to align the waste broker and cleaning contracts to achieve targets set by HES waste & resources paper and Climate Action Plan. You will lead on Operations transitioning to a new way of working with separate cleaning services and materials contracts, overseen by the Contracts Manager, and will ensure colleagues understand and utilise the contracts to maximise sustainability and maintain cost savings. You will work closely with the Waste Broker to implement cycle of audits and manage a budget to realise improvements. This role will also support local Waste Leads within our operations teams to deliver cleaning and waste services, acting as a central point of contact for escalated concerns whilst harnessing the expertise and innovation of our suppliers to improve recycling and reduce waste across the HES estate.

## Key responsibilities, duties, and objectives

- Support the Contracts manager in the delivery of contract improvement work across Operations.
- Encourage collaboration across HES and promote contract management best practice.
- Manage contract deliverables and supplier performance across multiple contracts.
- Establish and maintain strong supplier and stakeholder relationships to increase value for money.
- Work with Waste broker to maximise the efficiency of waste collection journeys and delivery of cleaning services in line with the Climate Action Plan.



- Lead on the creation and management of an annual program of recycling audits,
- Ensure waste & cleaning contracts are compliant with our Duty of Care across all HES waste streams.
- Lead on the transition to new cleaning contracts, supporting Operations staff on this new way of working and ensuring the contract is utilised to its full potential.
- Work collaboratively with the HES Climate Change Team, our Green Champions Network and our Waste Broker to harness innovation and understand challenges and opportunities when managing waste across a diverse estate.
- Work with Regional Waste Delivery Leads to ensure value is achieved, maximising leverage to ensure contract performance.
- Ensure duty of care documentation across all waste streams is accounted for and accessible in line with HES Information Management Policy and Procedures.
- Coordinate the recharging of on-site partners for waste management services.
- Work with suppliers to ensure all reports relating to contract performance are provided when necessary.

## 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:**

Historic Environment Scotland – Longmore House, Salisbury Place, Edinburgh, EH9 1SH  
Scottish Charity No. SC045925  
VAT No. GB 221 8680 15



- Experience in delivering contracts in the public sector
- Experience managing multiple contracts simultaneously
- Strong negotiating and influencing skills
- Experience of contract life-cycle management and improvement
- Use of analysis tool such as Microsoft Excel
- Experience in interrogating performance reports
- Ability to work autonomously
- Strong verbal and written communication skills
- Entrepreneurial thinking
- Business continuity planning

***Desirable requirements:***

Full UK driving licence

Experience in waste management

***Qualifications & Professional Memberships:***

CIWM Waste accreditation (Desirable)



## What we offer

We welcome applications from all nationalities, assuming 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, equivalent of 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 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.



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

## 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](mailto: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 Calum Heddle, Contracts Manager via email at [calum.heddle@hes.scot](mailto:calum.heddle@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