



# Learning & Development Manager

**Closing Date: Wednesday, 29 November at Midday**

**Expected Interview Date: Week commencing 11th December**

## Recruitment Reference:

HES/23/254

## Starting Salary:

£28,541 per annum

## Salary Range:

£28,541 to £34,702 per annum

## Pay Band:

Pay Band C

## Directorate:

People Directorate

## Location:

Hybrid/Longmore House,  
Edinburgh

## Line Manager:

Graziella Welsh, Learning  
and Development Lead

## Contract Type:

Permanent

## Working Hours:

37 hours per week

Thank you for your interest in the post of Learning and Development (L&D) Manager with Historic Environment Scotland, based in Longmore House, Edinburgh with hybrid working. This is a permanent and pensionable appointment.

The role holder will work with the wider L&D team to support the growth of learning within the organisation by sourcing, facilitating, and delivering relevant learning initiatives and programmes, including using all digital tools available.

## 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 People Directorate at HES leads our employee-focused People Strategy that will help us deliver our heritage, culture, education and environmental goals by finding and retaining the best people and enabling them to be truly brilliant. We are responsible for delivering core people services, providing professional support and guidance to our leaders; equipping our people with the right skills and capabilities to excel in their roles today and in the future; and creating an employee experience in which people want to be part of in an environment where inclusion, health and wellbeing are part of everyday life.

We have an ambitious People Strategy which puts the learning and development of our people at the heart of everything we do to ensure we release their potential, and we have the skills to lead into the future. We strongly believe that learning and development is about creating the right culture and providing the best solutions for continuous learning to take place.

As Learning and Development Manager, you will work with the wider L&D team to support the growth of learning within the organisation by sourcing, facilitating, and delivering relevant learning initiatives and programmes, including using all digital tools available.

You will follow a hybrid model with the flexibility to work from home or the office during the working week. The expectation will be for around 40% of the time for the role holder to be in the office with colleagues or delivering learning at required locations across Scotland.

As part of this role, it is important to have experience in delivering face-to-face and remote training. We understand that this can be demanding, but we believe it is a key element of the role. The wider team will provide full support to the role holder in this aspect.



## Key responsibilities, duties and objectives

### Learning & Development

- You will develop, design/source and ensure delivery of appropriate learning initiatives and experiences to:
  - ensure completion of compliance-based training in conjunction with subject matter experts
  - develop people managers and leaders within HES
  - address identified skills gaps
- You will provide oversight and management of our Learning Management System and e-learning modules, ensuring they are fit for purpose and remain relevant.
- You will also communicate and support people managers to identify individual learning needs and support access to learning and development for their teams.
- You will collaborate with training providers to enhance employee development opportunities

### Process Improvement

- Ensure seamless working with the business on the design and delivery of appropriate and relevant development planning for colleagues
- Ensure equitable access to learning and development across HES
- Continually review learning portals, such as the intranet to ensure they remain appropriate, relevant, and accurate
- Work with the wider People Team to align the workforce with the organisation's strategic goals by implementing specific learning projects, procedures, and guidelines
- Collect Management Information (MI) data on all Corporate-wide learning interventions and be able to interpret and analyse it
- Monitor L&D budget spend in line with agreed principles by the Head of Service and L&D Lead
- Work closely with the wider People Directorate to develop an aligned service and support function for colleagues
- Keep up to date with the latest trends in L&D
- Maintaining accurate records of training activities, attendance, and results

### 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/ Programme/Task – Focusing on leading a Team/Programme/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:**

- Relevant work experience, with an emphasis on leading and designing learning interventions and initiatives
- Experience in training design and delivery
- Experience in using and managing a Learning Management System (LMS)
- Experience in advising managers on all aspects of learning and development
- Experience in creating, updating and delivering effective training programmes and supporting materials
- Experience in managing programmes, including organising and monitoring programmes of work
- Excellent facilitation, engagement, and presentation skills.
- Experience in measuring and interpreting the effectiveness of training programmes
- A good knowledge of IT packages (including Word, Excel and Outlook)
- Proactive team player with strong engagement and problem-solving skills
- An ability to maintain confidentiality and act with discretion and diplomacy

### **Desirable requirements:**

- Experience working in a similar sector such as cultural heritage, tourism or public-sector environments would be beneficial or have transferrable HR skills
- Formal project management qualifications
- Experience in data analytics and analysis to create Management Information which drives decision-making

- Experience/knowledge of psychometric testing tools, such as Insight/Myers Briggs etc.

***Qualifications & Professional Memberships:***

- [SCQF level 9](#) or equivalent qualifications e.g., a degree in a learning, HR or business management-related discipline OR alternatively, experience in sourcing, facilitating and delivering learning programmes (essential)
- CIPD membership is essential, with Chartered level 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 our properties (with up to three guests)
- free entry to English Heritage, [Manx](#) (Isle of Man) and [Cadw](#) (Wales) 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 online by visiting our website at <https://applications.historicenvironment.scot/>

We are looking for you to complete a statement of competence looking at the essential and desirable requirements of this role. 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 Graziella Welsh, Learning and Development Lead via email at [graziella.welsh@hes.scot](mailto:graziella.welsh@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