



Senior Interpretation Manager

Closing Date: Wednesday 23 November 2022, midday

Expected Interview Date: w/c 12 December 2022

Recruitment Reference:

HES/22/275

Starting Salary:

£43,960 per annum

Salary Range:

£43,960 - £49,715 per annum

Pay Band:

E

Directorate:

Marketing and Engagement

Location:

Longmore House, Edinburgh

Line Manager:

Kit Reid, Head of Experience

Contract Type:

Permanent

Working Hours:

Full time, 37 hours per week

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

You will manage the Interpretation Team and be responsible for the onsite interpretation of our 336 Properties in Care, through programmes of proactive and reactive maintenance and improvements. This includes permanent exhibitions, signage and graphics, guidebooks, interactives, multimedia, audio guides and a range of other methods of interpretive delivery.

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

You will manage the Historic Environment Scotland Interpretation Team within the larger Experience service group, part of the Marketing and Engagement Directorate. The team and post are based in Edinburgh. The Interpretation team comprises of 9-10 staff and has responsibility for interpretation across the Historic Environment Scotland estate of 336 properties. This includes the management and maintenance of all existing interpretation across the estate, setting standards and quality control processes for content and design, and implementing the programmes to update and improve the interpretation.

Key responsibilities, duties and objectives

Service Delivery

- Development of innovative and creative approaches to interpretation projects and programmes whilst ensuring they align to the wider Historic Environment Scotland strategic framework and plans.
- Responsibility for the development of high-quality interpretation programmes and experiences across the HES Properties in Care, through a variety of media including exhibitions, signage and graphics, audio-visual displays, guidebooks, audio-guides, digital technology, etc.
- Responsibility for the successful delivery of projects and programmes on time and to budget.
- Ensure the existing and new interpretive content, infrastructure and products meet HES standards for interpretation.
- Manage the proactive and reactive maintenance of onsite interpretive infrastructure. Ensuring that work is managed within the parameters set out in legislation and by Historic Environment Scotland to protect the properties in care.

Stakeholder Management

- Liaison with key internal stakeholders to facilitate marketing and communications aspects of interpretive products and services.
- Regular liaison with wider HES directorate teams to ensure an aligned approach to all projects and work.
- Development of links with internal and external partners and stakeholders to identify productive opportunities for working together.
- Development of relationships with other public bodies and organisations which have an interpretation remit, for advocacy of the interpretation discipline, sharing good practice and benchmarking.

Leadership

- Lead and manage a team of high performing colleagues, complying with HES policies and procedures, and encouraging a culture of empowerment, developing colleagues to support HES in realising our ambition and enabling us to be a great place to work for all. Line management responsibility initially of the Interpretation Manager.
- Effectively and efficiently manage the budget allocated to the interpretations team and ensure compliance with HES governance arrangements.
- Ensure that procedures are in place for the safe implementation of projects and programmes within Health and Safety legislation and HES guidance, for staff, visitors and contractors.

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

Leadership Competencies:

- Strategic vision – Keeping an eye on the bigger picture and looking ahead

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:

- Experience of managing successful interpretation programmes and projects from planning through to delivery.
- Experience of leading and managing a team for interpretation focussed activity.
- Experience of project and budget management of interpretation activity.
- Knowledge of interpretation theory, principles and standards, and the wider heritage sector.
- Experience of developing high quality interpretive content through research, interpretive planning and content production.
- Experience of developing a wide range of interpretive media, products and services.

- Experience of commissioning, analysing and acting upon visitor research and evaluation.
- Experience of cross-team working, internal advocacy and partnership working.

Desirable requirements:

- Experience of managing, maintaining and improving a portfolio of interpretive products and displays at heritage sites, museums or other.
- Knowledge of Scottish history and historic environment.
- Driving licence or alternative method of transport in order to travel to sites, some of which are remote. HES does provide use of pool cars.

Qualifications & Professional Memberships:

- [SCQF Level 9](#) qualification in History, Archaeology, Heritage or related subject, or equivalent relevant experience (***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, 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 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 Kit Reid, Head of Experience – kit.reid@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