



Interpretation Officer

Closing Date: Monday 25 September 2023, midday

Expected Interview Date: w/c 9 October 2023

**Recruitment
Reference:**
HES/23/212

**Starting
Salary:**
£26,341 per
annum

Salary Range:
£26,341–
£32,669 per
annum

Pay Band:
Band C

Directorate:
Marketing &
Engagement

Location:
Longmore
House,
Edinburgh

Line Manager:
Interpretation
Manager

**Contract
Type:**
Permanent

**Working
Hours:**
Full Time - 37
hours per
week

Thank you for your interest in the post of Interpretation Officer with Historic Environment Scotland based in HES Edinburgh Offices (with home/hybrid working possible). This is a permanent and pensionable appointment.

The key purpose of this role is to sustain, develop and deliver interpretation programmes and projects at Historic Environment Scotland's 336 Properties in Care.

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 role will manage, deliver and contribute to a series of interpretive programmes and projects at Historic Environment Scotland Properties in Care. Working with other members of the Interpretation and Events group, you will research, plan and develop high-quality content and deliver it through a variety of interpretive methods. You will also manage the maintenance and upkeep of elements of interpretive infrastructure across the estate. The position may involve line management.

The post is based in the Interpretation Unit, part of the Experience Team, in the Marketing and Engagement Directorate. The Interpretation team is responsible for interpreting the tangible and intangible heritage at our Properties in Care, using a variety of methods including exhibitions, audio-visual, interactives, guidebooks, interpretive graphics and other media.

Key responsibilities, duties and objectives

- Development and delivery of high-quality interpretation through a variety of media including e.g., exhibitions, graphic panels, audio-visual displays, audio-guides, etc.
- Content development (including interpretive planning, copywriting, image sourcing), design and production management of selected interpretation projects, either directly or through external contracts.
- Managing the maintenance, replacement and upgrading of selected elements of interpretive infrastructure across the Historic Environment Scotland estate.
- Management of delegated interpretation planning projects, either directly or through external contracts.
- Management of procurement for delegated interpretation projects including design, content development and production.
- Responsibility for the successful delivery of delegated projects and programmes on time and to budget.
- Liaison with other Historic Environment Scotland teams including Operations team, Asset Management team, Heritage and other groups.
- Management of delegated interpretation budgets.
- Managing and procuring external contractors for interpretive design, content development, maintenance, production and other areas.
- Liaison with external partners, specialists and stakeholders.
- Contributing to local site-based partnerships.
- Providing advice to and supporting third-party projects as required.
- Ensuring that projects are managed within the parameters set out in legislation and by Historic Environment Scotland to protect the Properties in Care.
- Ensuring that procedures are followed for the safe implementation of projects and programmes, within Health and Safety legislation and HES guidance, for staff, visitors and contractors.
- Frequent independent travel will be required.

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:

- Knowledge and understanding of interpretive theory and principles, and its application at historic sites.
- Experience of interpretive planning, including site research, audience research, objective setting and interpretive media.
- Skills in producing high-quality content such as copywriting and editing, image sourcing and quality control.
- Experience of working with historians, archaeologists and other experts to produce high-quality interpretive content.
- Experience of managing and procuring external contractors for interpretive work.
- Experience in using a variety of interpretive techniques to promote messages, tell stories and engage with audiences in a professional capacity.
- Practical knowledge of the benefits and challenges of a wide range of interpretive media and how they can be utilised to best effect.
- Experience of carrying out visitor research to inform decision-making for interpretation projects.
- Understanding of accessibility standards and guidelines.
- Experience of budget management for interpretation projects.
- Ability to work effectively on multiple projects and to deadlines
- Comfortable taking on responsibility and working on own initiative

Desirable requirements:

- Knowledge of Historic Environment Scotland's Properties in Care
- Knowledge of Scotland's history and archaeological heritage



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

- Experience in using Adobe InDesign, Photoshop and/or Illustrator/ other design programmes
- Experience of health and safety / CDM procedures.
- Knowledge of maintenance processes and experience of running a maintenance programme.

Qualifications & Professional Memberships:

- [SCQF Level 9](#) in interpretation, design, history, archaeology or related subject or equivalent experience in developing and delivering interpretive projects is essential



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
- 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 Mary Stones, Senior Interpretation Manager at mary.stones@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