



# Grounds Maintenance Operator

**Closing Date: Wednesday 14<sup>th</sup> August 2024, Midday**

**Expected Interview Date: w/c 2<sup>nd</sup> September 2024**

## **Recruitment Reference:**

HES/24/118b

## **Starting Salary:**

£24,454 per annum

## **Salary Range:**

£24,454 - £25,331  
per annum

## **Pay Band:**

A

## **Directorate:**

Operations

## **Location:**

Dirleton Castle

## **Line Manager:**

James Gordon,  
Works Manager

## **Contract Type:**

Permanent

## **Working Hours:**

Full time - annualised  
hours (\*see below)

Thank you for your interest in the post of Grounds Maintenance Operator with Historic Environment Scotland based at Dirleton Castle Depot. This is a permanent and pensionable appointment.

You will be responsible for the conservation and maintenance of the Dirleton Castle Garden and other Historic Scotland monuments within the South Region with specific focus on carrying out grounds maintenance duties in the East Lothian region.

## **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 Dirleton Castle Depot Monument Conservation Unit (MCU) currently consists of a team which carry out conservation and maintenance work on a variety of locations. The team is headed by a Works Manager who has direct line management responsibilities for the whole team.

The role will entail working in a dedicated team maintaining, developing, and presenting the Gardens to an extremely high standard as befits their status, mentoring and supporting apprentice development if that is required in the future, and, when required, working as part of the Gardens Team in developing and maintaining other gardens within Historic Environment Scotland's care.

You will be part of the Gardening/Grounds Maintenance team, responsible for the grass and garden maintenance, upkeep and presentation of the monuments within the East Lothian area.

## Key responsibilities, duties and objectives

The post involves general grass maintenance and gardening duties within the grounds maintenance team. You will be expected to work under the instruction of the Works Manager and their assistant of the Dirleton Castle MCU.

You will be required to comply with and promote HES Health and Safety Policies.

From time to time you will be required to attend training courses identified to assist the work, or to comply with health and safety legislation (this may require overnight stays away from home).

Some generic objectives for the Ground Maintenance Operator post are:

- Grass cutting and strimming at various sites using numerous types of machinery
- Garden maintenance
- Minor maintenance of plant and equipment
- Hedge maintenance
- Fencing repairs
- Minor drainage works
- Tree works
- Dry stone wall repairs
- Planting & weeding
- Litter removal

- Carrying out maintenance works e.g. painting etc. throughout the area
- Maintaining and developing the mixed borders within the Gardens
- Assisting in the maintenance and production of glasshouse nursery stock

### **\*Working Hours**

The normal weekly hours of work will vary according to the working season in the working year. The working year will cover the calendar year 1 April to 31 March.

Currently the working year is divided into 2 working seasons – namely a longer working hours season (summer) and a shorter working hours season (winter). The length of each working season will be fixed by local management after discussion with the MCU and not later than 1 April of that working year.

The normal working week for the longer summer season will cover a 5-day working week, Monday to Friday inclusive. The normal working week in the short winter season will normally include a 4-day week, Monday to Thursday inclusive.

### 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)

### 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:**

- Demonstrable experience of carrying out grounds maintenance in estates, local authority environment or Historic landscape management
- Knowledge of the following: Health and Safety at Work Act, Risk Assessments, Method Statements
- Competent in the use of various grass cutting machinery e.g. strimmers, flail mowers, ride on mowers, cylinder mowers, hedge trimmers etc.
- Competent knowledge of estate management e.g. fencing, drainage, dry stone walling, use of pesticides etc.

***Desirable requirements:***

- Knowledge of the following: Chain Saw use, use of herbicides, COSHH (Control of Substances Hazardous to Health)

***Qualifications & Professional Memberships:***

- Health & Safety at Work (Responsibilities & Practise) (essential)
- Full current UK driving license (desirable)
- LANTRA Chainsaw (desirable)
- Safe use of pesticides (desirable)
- All-terrain Vehicles (desirable)
- With D1+E Entitlement (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 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 [southrecruitment@hes.scot](mailto:southrecruitment@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 James Gordon, Works Manager, via email at [james.gordon@hes.scot](mailto:james.gordon@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