



Labourer/Grounds maintenance operative

Closing Date: 4th September, Midday

Expected Interview Date: w/c 16th September

**Recruitment
Reference:**

HES/24/183

Starting Salary:

£24,454 per annum

Salary Range:

£24,454 to £25,331

Pay Band:

A

Directorate:

Operations

Location:

St Andrews

Line Manager:

Works Manager

Contract Type:

Permanent, full time
(Annualised)

Thank you for your interest in the post of Labourer/GM operative with Historic Environment Scotland based at our St Andrews Depot, Fife. This is a full time, permanent and pensionable appointment.

You will, as part of the Monument Conservation Unit, have responsibility for the ongoing implementation of conservation, routine maintenance and presentation tasks for properties under the care of Historic Environment Scotland within the St Andrews area including St Andrews Castle and Cathedral.

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 St Andrews Monument Conservation Unit (MCU), consists of a 4 person team all of which carry out conservation and maintenance work on sites in a variety of locations. The team is headed by a Works Manager who has direct line management responsibilities for the whole team. The Labourer/GM operative as part of the MCU will have responsibility for the ongoing implementation of conservation, routine maintenance and presentation tasks of Historic Environment Scotland monuments within the St Andrews Depot Areas. Grounds maintenance duties will mostly take place during the summer months with the winter consisting of more general labourer duties.

You will be expected to work at any location as directed by the Works Manager. Although the depot is situated in St Andrews, official transport is provided to and from the various sites within the district, and beyond. Individuals are however expected to make their own way to the MCU Depot.

You will also be asked to travel using HES transport to other remote sites sometimes out with Depot areas which may include overnight stays.

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 long season will cover a 5-day working week, Monday to Friday inclusive. The normal working week in the short season will also be agreed between MCU and local management and will normally include a 4-day week (within Monday to Thursday).

Key responsibilities, duties, and objectives

- Grass cutting and strimming at various sites
- Garden maintenance including planting and weeding
- Upkeeping and maintenance of small plant and equipment
- Carrying out Hedge maintenance



- Carrying out Fencing repairs
- Mixing of lime mortar and transportation to and from working area
- Maintaining individual responsibilities for Health & Safety awareness and the health and safety of members of the public and fellow employees.
- Keeping the working site clean and tidy
- Work will at times be carried out at height and in relatively confined spaces
- May be required to transport MCU staff, plant, equipment and materials from depot to various Historic Environment Scotland sites.

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 as part of the selection process.

Essential requirements:

- Good knowledge of Health & Safety at Work (responsibilities & practices)
- Experience of operating small plant and equipment such as cement mixers, mowers, etc
- Full UK driving licence

Desirable requirements:

- Experience of working with different types of mortar especially lime mortar.
- Good all round understanding of working on site

Health Screening:

Given the nature and working environment of this role, a pre-employment health screening will be undertaken for the successful postholder – any offer of employment will be subject to satisfactory checks.



What we offer

We welcome applications from all nationalities, ensuring 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, 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 should 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 centralrecruitment@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 Alan Clark at alan.clark@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.

Thank you.

Human Resources
Historic Environment Scotland