

Role: Heritage Planner	Region / Department: Public Engagement and Research/Learning
Reports to: Head of Heritage Planning	Pay Band: Grade 4 Lower £30,995 - £34,111 pro-rata, per annum
Location: Hermiston Quay, 5 Cultins Road, Edinburgh, EH11 4DF/Hybrid working	Type of Contract: Permanent, Full-Time
COST CENTRE (e.g.: 3CUZ): 2452	ACTIVITY CODE (e.g.: VSZ): HP

JOB PURPOSE

The Heritage Planner will take on a pivotal role in supporting and facilitating the development of long term strategic planning documents for sites managed by the Trust. This activity will be undertaken through a process of understanding significance and relevance and robustly developing new direction and insight in relation to future management. Effective collaboration with colleagues across all departments and regions is key as is ensuring consistency and quality of approach to planning activity, and supporting colleagues through facilitation and guidance in areas of relevance to planning activity.

Context

The Heritage Planning team are concerned with knowledge about the properties cared for by the Trust and articulating how we are going to manage them. Through understanding significance and relevance the team oversees the creation of *long-term strategic* direction for those sites on behalf of the Trust. This activity supports the effective management of our portfolio of properties and enables achievement of the corporate strategy in a balanced manner across all sites through the best use of charitable funds and resources.

As all properties in the Trust portfolio are different and have their own specific needs and opportunities, the Trust have not developed a standardised template for property planning but rather aims to bring a consistency and rigour to the processes of strategic decision-making at properties. By moving to a process with robust and comprehensive understanding of sites at its very heart we can ensure all properties in Trust care have a planning document which meets their individual needs regardless of size, complexity or management regime. By basing the property planning outputs on process rather than format or strict template we have been able to apply a similar level of thinking and robustness to a range of documents, each addressing slightly different requirements. These include plans to support museum accreditation, NNR accolade and World Heritage Site status.

The role of the Heritage Planner is **key** to ensuring this rigour and consistency while also providing necessary support to staff across the Trust involved in planning activity. This is achieved through facilitation and support of analysis, discussion and decision making with a range of specialists across the organisation, ensuring clarity of rationale for outputs under the umbrella of Heritage Planning.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Provide advice and guidance on the developing of planning products across a range of Trust properties.
2. Facilitate planning sessions with a range of staff to support robust discussion making, enabling consensus of understanding of significance and direction of change at each site.
3. Perform an editing role to ensure consistency in style, robustness, format and accessibility of language of plans. This may involve challenging and providing a 'critical eye' perspective across a range of functions and disciplines, some of which may be unfamiliar.
4. Develop, deliver and facilitate training sessions and material to support planning activity across all regions, working collaboratively with staff to ensure the material is tailored to relevant subject matters.
5. Where required, commission external consultancy support working within standard procurement policy and guidelines. This will include development of briefs, tendering, appointment, overseeing activity and sign off.
6. Where required, undertake research to support planning activity, primarily through internal documents and archival reports.
7. Work with external partners and stakeholders to build upon existing professional networks, keeping abreast of current work by peer organisations and development in international standards, and reviewing best practice from around the globe.
8. Carry-out any essential administrative tasks as required; e.g. procurement of suppliers, contributing to monthly reports, arranging monthly team meetings, etc.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- Degree/academic qualifications in relevant subject such as architecture, art or design history, ecology, collections, interpretation, countryside management or heritage management (or similar), or equivalent experience in a similar role.
- Current driving license valid for driving in the UK.

Desirable

- Post graduate qualification in relevant subject area.

Skills

- Strong facilitation skills, ideally developed in a multi-discipline environment.
- Collaboration and negotiation skills relevant to the heritage environment working across a range of functions and/or regions.
- The ability to lead staff through training material and guidance, supporting them with new and at times unfamiliar practices.

- Excellent editing and questioning skills; combined with strong communication skills.
- Proven analytical skills with experience of interrogating and interpreting information and data from a range of disciplines and functions across Trust activity.

Experience

Essential

- Understanding of current best practice in heritage management;
- Demonstrable experience of developing heritage planning products through a process of facilitation and collaboration;
- Highly developed organisational skills with a proven ability of managing a range of projects simultaneously, including the ability to undertake agile working, balancing competing timescales with prioritisation of workload;
- Understanding of, and experience working with, multi-disciplinary teams;
- Experience of developing, delivering and facilitating training sessions and meetings ideally in the heritage environment
- Experience of interacting with a range of disciplines and with wide range of people tactfully and diplomatically
- Confident user of MS Office, specifically Teams/Sharepoint to enable successful working between remote teams, and Excel for managing data
- General understanding of the heritage environment, and the particular challenges and opportunities of the charity/"not for profit" sector

Desirable

- An empathy for the work of the National Trust for Scotland
- An understanding of relevant external conventions external to the NTS, for example Burra Charter, BS 7913 and UNESCO.

DIMENSIONS AND SCOPE OF JOB

Scale

- Trust-wide role, collaborating with and supporting colleagues across Scotland.
- This role will require regular travel across Scotland, including overnight stays.

People Management

- May be responsible for managing consultants and volunteers and/or work experience students as delegated by the head of Heritage Planning.

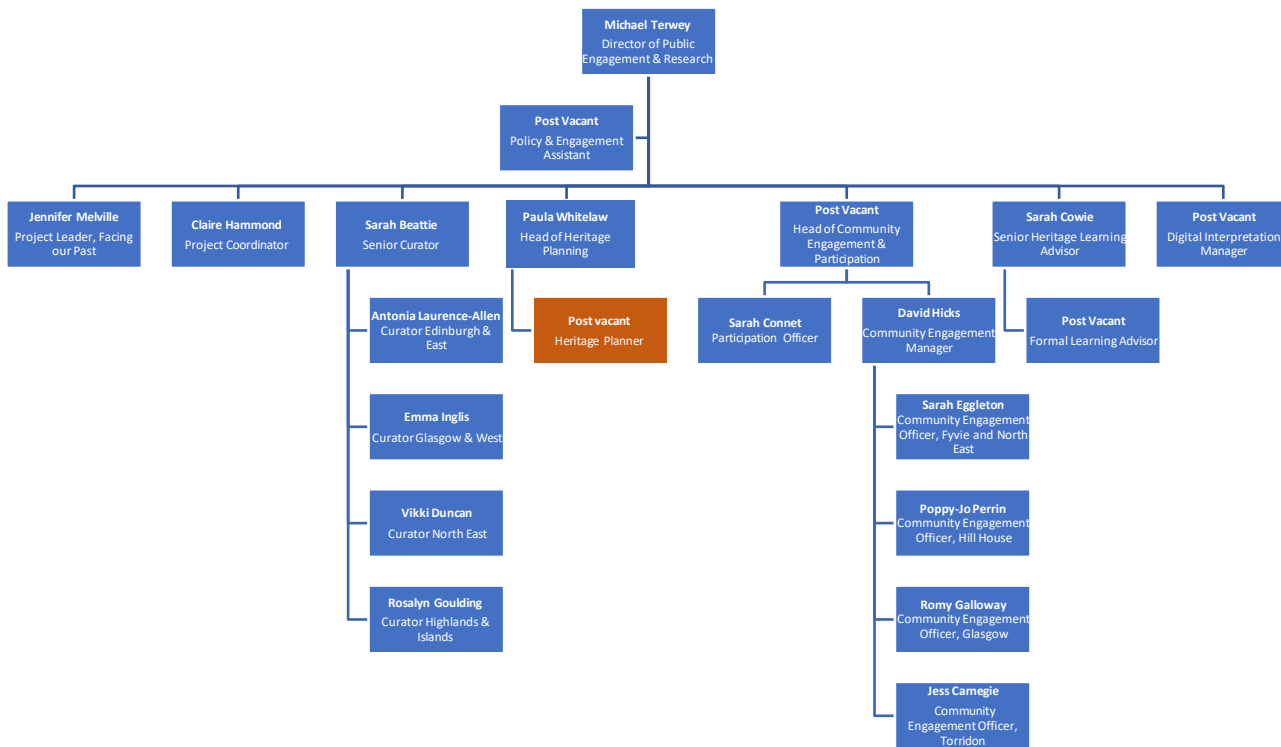
Finance Management

- This post may be responsible for project spending either from PE&R or supporting activity finances via regional budgets and will ensure at all times that charitable funds are used appropriately.

Tools / equipment / systems

- Computer equipment, creating and organising computer folders, etc.
- Microsoft package (Word, Excel, PowerPoint, etc.) data processing, report preparation, etc.
- 365 Dynamics (raising and processing PO's)
- Sharepoint (creating and maintaining shared folders)
- Teams (meetings, events, and communication)

Place in organisational structure:



The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward a completed application form or covering letter/CV to the People Department by email via workforus@nts.org.uk, by Sunday 25th August 2024.

Please ensure your CV includes your full name and contact details. The CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position of the vacancy you are applying for in the subject title or body of your email: "Formal Learning Advisor".