**Senior Project Officer, HES Sustainable Travel**

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| **Salary:** | Grade G:£28,499 - £33,918 per annum pro rata |
| **Hours:** | Full-time hours are 37.5 hours per week, divided as follows:   * 30 hours based within the Climate Change team at Longmore House, Edinburgh (with option of homeworking) * 7.5 hours based within Strategic Partnerships at Sustrans Scotland (with option of homeworking)   We are very happy to discuss working hours to suit individual circumstances. This role is also suitable for job share / compressed hours / school hours. |
| **Contract:** | Permanent |
| **Disclosure:** | PVG Scheme membership is not required |
| **Bases:** | HES offices at Longmore House, Salisbury Place, Edinburgh with flexibility to work from home. Occasional travel to Sustrans Scotland’s offices in Edinburgh or Glasgow will be required.  The post-holder will work with Historic Environment Scotland for at least four days a week. Up to one day a week may be spent with Sustrans Scotland (at home or office based), in order to undertake continuing training and development and to collaborate with other colleagues. |
| **Travel:** | The focus of this role is Scotland wide; we may occasionally need you travel during the course of your work including occasional overnights stays and weekend working. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of work their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Project Specific Information**

About Historic Environment Scotland (HES)

We are the lead public 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, including adapting to the impacts of climate change and demonstrating its relevance to a low carbon future.

We lead and enable Scotland’s historic environment strategy, setting out how our historic environment will be managed. Our conservation experts provide guidance, training and technical research. We’re responsible for more than 300 properties of national importance, including Edinburgh Castle, Skara Brae, Fort George and numerous smaller sites.

Our vision is that Scotland’s historic environment is cherished, understood, shared and enjoyed with pride by everyone. This work is supported by our People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

About the Project

As a public body, HES contributes to development and delivery of the Scottish Government’s climate change strategy. In line with this we have developed an ambitious Climate Action Plan, which has seven core themes:

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| * Climate Impacts and Adaptation | * Energy and Carbon Management |
| * Circular Economy | * Sustainable Tourism |
| * Sustainable Procurement | * Biodiversity and Landscapes |
| * Sustainable Travel |  |

While Sustainable Travel is a theme in its own right, there are also particularly strong synergies with Sustainable Tourism and Energy and Carbon Management. Initial calculations suggest visitor travel is HES’s single biggest carbon impact.

HES has significant opportunities to promote sustainable and active travel to our sites, through improved communication, partnerships, infrastructure and facilities. The opportunities from improving active travel include:

* Developing equitable, attractive, and safer access to our sites
* Demonstrating how historic places can help us lead healthy and active lives
* Reducing carbon emissions
* Conservation benefits through mitigating traffic impacts
* Improving relationships with surrounding communities

In referring to sustainable travel we include active travel (walking/wheeling/cycling), public transport, and multi-modal journeys. The scope of the project spans visitor travel, staff commuting, and supporting the continued decarbonisation of our fleet.

This work has the potential to lead the wider arts, culture and heritage sectors, in enabling sustainable and active travel. Both to welcome more diverse audiences, but also as part of our net zero approach to ending our contribution to climate change.

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| **Where this role sits in the Sustrans Scotland structure:** | | |  |
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| **Where this role sits in Historic Environment Scotland (HES) structure:**  Green and yellow highlighted posts are not employed by the CNPA but their link to the organisation is through the Infrastructure Manager |  |

The post-holder will be positioned within the Net Zero team and receive administrative support associated with this team, as well as the wider Technical Research and Science Team. In addition to this, the post holder will work across HES departments and interact with colleagues across the organisation as required.

**Job Description - About the Role**

**Overview**

In this role, your work will be core to developing the approach to sustainable and active travel at HES, including revising the existing HES Business Travel Policy into a Sustainable Travel Policy expanded to include visitor travel.

As post holder, you will support strategic work currently being undertaken on our Responsible Tourism Strategy, Properties in Care Sustainable Strategy Project and the Carbon Management Plan. You will also help embed sustainable travel as a core element of the Sustainable Management Plans for key sites, including Holyrood Park and Edinburgh Castle.

You will act as a focal point for HES to improve our community engagement and partnership working, in order to enhance our active travel offering, and create joined up travel networks.

In addition to this, you will lead on the collaborative creation of a sustainable travel toolkit for different types of sites, responding to specific opportunities and challenges.

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| **Where this role sits in the structure:** | Reporting to the Carbon Projects Manager, Net Zero team at HES, and the National Partnerships Manager, Strategic Partnerships at Sustrans Scotland.  HES: Working closely with the Responsible Tourism Coordinator, Sustainability Officer, Estates Strategy Team, Communications, National Investment Plan Team, and Operations, including Visitor & Communities Teams, National and Regional Technical Teams.  Sustrans Scotland: Working closely with Strategic Partnerships and Fundraising team, Network Development team, Policy and Communications team, Places for Everyone team, Behaviour Change team, and the Engineering, Design and Assurance team.  This role does not have line management responsibility. |

**Key Responsibilities**

**In this role, you will:**

* Lead on the development of HES Sustainable Travel Policy, expanding the remit to include visitor travel
* Coordinate a Properties in Care (PIC) Sustainable Travel Toolkit
* Provide expert advice/support during development of the HES Responsible Tourism Policy and PIC Sustainable Strategy project
* Provide expert input on key strategic projects and sustainable management plans, and on plans and designs for infrastructure development
* Lead on the collation, analysis & reporting of HES travel data and development of sustainable travel metrics. This may include GIS analysis, recording of sustainable travel infrastructure and survey development
* Establish quality partnership working and network development for HES sustainable travel, including with relevant Sustrans officers and external partners around HES sites
* Influence key stakeholders to prioritise sustainable travel improvements at HES sites
* Identify sites with the greatest potential for walking, cycling and wheeling improvements, including opportunities to better tie into routes and shared destinations
* Work with Sustrans colleagues within Sustrans Scotland to identify projects eligible for grant funding, assist with research to demonstrate demand for investment, and facilitate funding bids to support the delivery of sustainable travel projects
* Promote the use of Sustrans resources, training, guidance and support
* Support HES’s work around community involvement, including collaborating with Sustrans Communities Team to facilitate connections with local groups

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Project management | ü | ü |
| Experience in one of the following areas: transport planning/ sustainable transport/ active travel | ü |  |
| Development of strategies, policies and plans | ü | ü |
| **Skills and Abilities** |  |  |
| Ability to communicate and build relationships with a range of partners at various levels from senior management, site staff and general public | ü | ü |
| Ability to conduct qualitative and quantitative analysis | ü |  |
| **Specific knowledge required** |  |  |
| Knowledge of built environments, ideally historic built environments, and their impact on participation in active travel | ü | ü |
| Knowledge of best practice and guidance for active travel infrastructure design and delivery | ü |  |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future, we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies. HES health and safety information will be shared with the newly recruited candidate during the induction process.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.