



Architecture+DesignScotland
Ailtearachd is Dealbhadh na h-Alba

Chair: Raymond Young CBE
CEO: Trevor Muir OBE

web: www.ads.org.uk
email: info@ads.org.uk
tel: +44 (0)845 1 800 642
fax: +44 (0)845 1 800 643

Architecture and Design Scotland (A+DS) is a nondepartmental public body of the Scottish Government, incorporated under the Companies Act 1985 as a private limited Company. Company No. SC267870.

Date as postmark

Dear Applicant

**APPOINTMENT OF PROGRAMME OFFICER : SUST.
ARCHITECTURE + DESIGN SCOTLAND**

Thank you for your response to our advertisement inviting applications for the position of Programme Officer : Sust. with Architecture + Design Scotland. The following documents are enclosed:-

- Advertisement;
- Application Form;
- Ethnic Monitoring Form;
- Job Description and Staff Structure;
- Terms and Conditions of Employment.

Your application will be handled as follows:-

- Your application will be acknowledged within five working days of receipt;
- The interview panel will first assess your completed form against the advertised criteria for the post to see whether you have the necessary skills and knowledge specified for the appointment;
- Architecture + Design Scotland will let you know whether or not you will be interviewed. Should you be invited to attend an interview, your expenses will be reimbursed;
- You will be asked questions by the interview panel to assess whether you can demonstrate that you have the specified qualities;
- All interviewees will be advised in writing of the outcome of the interview;
- If you are successful you will be invited in writing to accept the appointment.

It is anticipated interviews will be held at The Lighthouse, Glasgow on Tuesday 30 March 2010.



Please post, fax or email your completed Application Form, CV and Ethnic Monitoring Questionnaire to the following address **no later than Noon on Friday 12 March 2010:-**

**Recruitment
Architecture + Design Scotland
Bakehouse Close
146 Canongate
EDINBURGH
EH8 8DD**

Tel: 0131 556 6699

Fax: 0131 556 6633

Email: recruitment@ads.org.uk

Please ensure that you have signed the relevant documents. All correspondence relating to your application will be treated in confidence. To ensure equality of assessment, applications will only be accepted if made on the Form provided by A+DS.

If you have any general queries regarding this letter, or if you require further information on the duties and functions of Architecture + Design Scotland, please do not hesitate to contact me at the above address.

Yours sincerely

**Andrea Hepburn
PA to Chief Executive**

Encs

PROGRAMME OFFICER : SUST.



Do you want to make a difference to the future of Scotland's built environment?

A+DS is a non departmental public body established by the Scottish Government as the national champion for good architecture, design and planning in the built environment.

Sust., is the Scottish Government's delivery mechanism for sustainability in the built environment, located at A+DS's Glasgow office. The programme aims to facilitate the mainstreaming of sustainable design in architecture and the public realm.

We are seeking a Programme Officer for our Sust. Programme to assist the Sust. team with delivery of key elements of the programme including co-ordination of Sust. events and exhibitions, development of content for the Sust. website and working with the rest of the team to ensure that the programme maintains its leading-edge position in providing support to those want to know more about sustainable design.

Applications are invited from suitably qualified people for this post currently based in Glasgow. Ideally the position would suit someone educated to degree level, with proven communication, graphic and administrative skills and an interest in sustainable design and its application to the built environment.

Appointment will be to the pay range B1 (£20,004 - £24,671). Starting salary will depend on experience. This post is fixed term for one year, full-time and currently analogued to the Scottish Government pay and conditions of employment. The successful applicant will have the opportunity to join the Civil Service Pension Scheme.

PROCESS OF APPOINTMENT

Please find attached links to the following documents:-

- Application Form;
- Ethnic Monitoring Form;
- Job Description and Staff Structure;
- Terms and Conditions of Employment;

Your application will be handled as follows:-

- The application will be acknowledged within five working days of receipt;
- The interview panel will first assess your completed form against the advertised criteria for the post to see whether you have the necessary skills and knowledge specified for the appointment;

- Architecture and Design Scotland will let you know whether or not you will be interviewed. Should you be invited to attend an interview, your expenses will be reimbursed;
- You may be asked to prepare a short presentation for the interview panel;
- You will be asked questions by the interview panel to assess whether you can demonstrate that you have the specified qualities;
- All interviewees will be advised in writing of the outcome of the interview;
- If you are successful you will be invited in writing to accept the appointment.

It is anticipated interviews will be held at The Lighthouse Building, Glasgow on **Tuesday 30 March 2010**.

Please post, fax or email your completed Application Form, CV and Ethnic Monitoring Questionnaire to the following address **no later than Noon Friday 12 March 2010**:-

**Recruitment
Architecture + Design Scotland
Bakehouse Close
146 Canongate
EDINBURGH
EH8 8DD
Tel: 0131 556 6699
Fax: 0131 556 6633
Email: recruitment@ads.org.uk**

Please ensure that you have signed the relevant documents. All correspondence relating to your application will be treated in confidence. To ensure equality of assessment, applications will only be accepted if made on the Application Form provided by A+DS.

If you have any general queries regarding this letter, or if you require further information on the duties and functions of Architecture and Design Scotland, please do not hesitate to contact the office.

Architecture and Design Scotland is an equal opportunities employer which welcomes applications from all suitably qualified people. We aim to employ a workforce reflecting the diversity of Scotland's people

SUST. PROGRAMME OFFICER

1. Band B1 : £20,004 – £24,671

Full Time. One Year Fixed Term

Based in The Lighthouse Building, Glasgow

2. ARCHITECTURE AND DESIGN SCOTLAND

A+DS is an advisory Non Departmental Public Body (NDPB) and operates as a company limited by guarantee funded directly by the Scottish Government. A+DS acts as a key delivery mechanism for the objectives of the Scottish Government's Policy on Architecture for Scotland. We champion the power of good design to change Scotland; we aim to create successful places where people want to be; and we work with those who can transform Scotland's built environment.

SUST.

Sust. is a Government funded programme of A+DS and is the Scottish Government's delivery mechanism for sustainability in the built environment. The programme focuses on facilitating the mainstreaming of sustainable design in architecture and the public realm by providing those involved in the design and delivery process with the wherewithal to make a difference. Sust. is aimed at those with an interest in the design and delivery of environments that meet the aspirations of funders, users, communities, design and construction teams, developers and financial professionals.

3. ROLE

The role of the Sust. Programme Officer will be to assist the delivery of the Sust. Programme and associated events and exhibitions. This will involve co-ordination of events, development of an e-newsletter, regular updating of the Sust. website, and a limited amount of associated sustainability research to ensure that the website maintains its leading-edge position in providing support to those want to know more about sustainable design.

DUTIES

4.

4.1 Specific

- To co-ordinate, alongside the Sust. Programme Manager, the delivery of the key elements of the Sust. Programme.
- To keep the Sust. website up to date and to produce and circulate an e-newsletter about Sust.'s activities.
- To co-ordinate the requirements of external outreach elements of Sust.
- To help co-ordinate Sust. Events and Exhibitions.

4.2 General administrative and clerical functions such as:

- Administer programming and financial procedures.
- Filing, data and information collection, assessment and presentation.
- Arrange meetings, events, prepare Powerpoint presentations, minutes and reports.

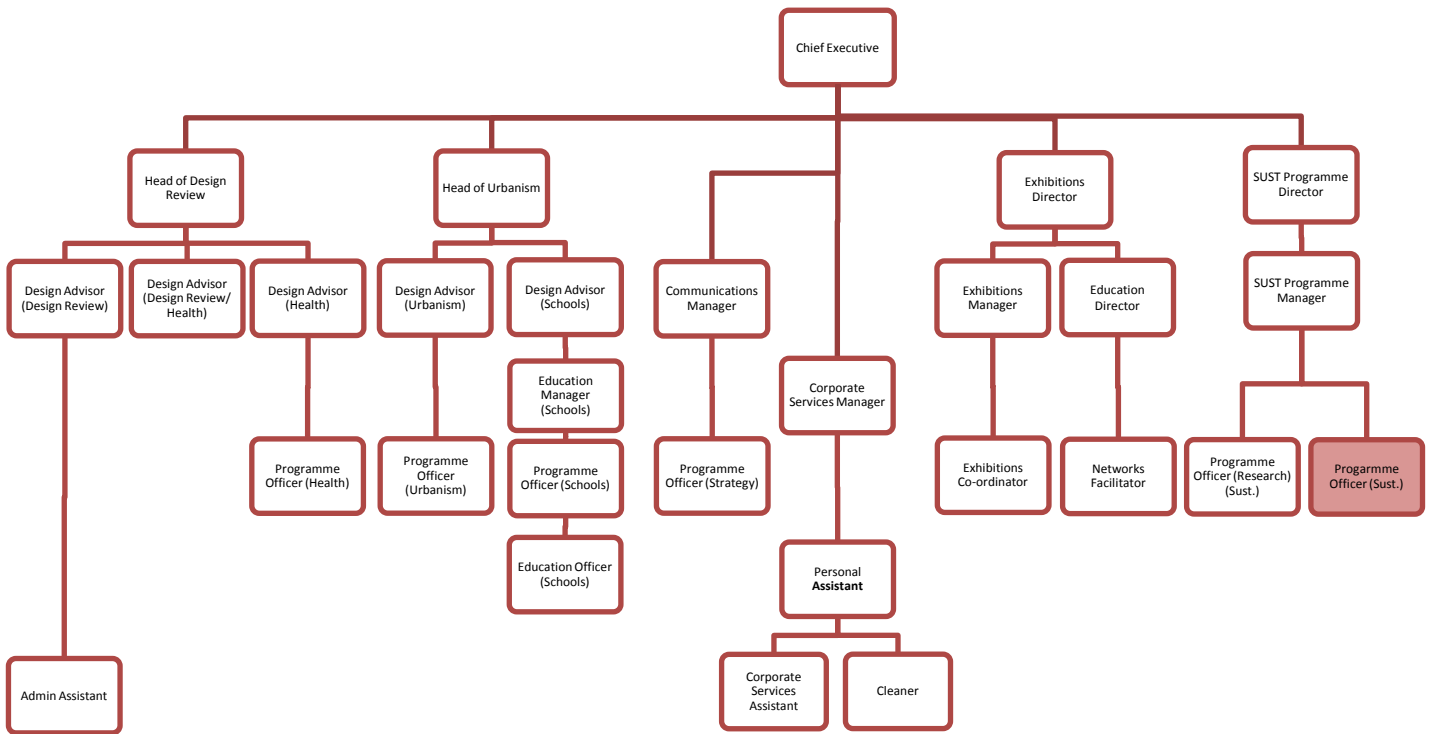
4.3 Cross Cutting

- Contribute to shared work and activities across A+DS, such as communications, events and workshops.
- Contribute to corporate activities such as staff CPD and training and providing cover for others.
- Undertake other functions as instructed by the Sust. Programme Director and Manager.

APPLICANT REQUIREMENTS

		Essential	Desirable
1.	Academic qualification to degree level.		X
2.	Relevant experience in an administrative role, including finance administration.	X	
3.	Excellent administrative and IT skills, including competency with Microsoft Office.	X	
4.	Good written and graphic administration skills.	X	
5.	Sound communication, interpersonal and organisational skills.	X	
6.	The ability to organise and contribute to the delivery of complex programmes of activity.	X	
7.	The ability to liaise effectively and confidently with other public and private organisations.	X	
8.	The ability to work independently and as part of a team.	X	
9.	The ability to work under pressure, undertake different tasks simultaneously and meet demanding deadlines.	X	
10.	Interest in and knowledge of sustainable design and its application to the built environment.		X
11.	Full driving licence.		X

Staffing Structure : A+DS Edinburgh & Glasgow – February 2010



ARCHITECTURE AND DESIGN SCOTLAND

SCHEDULE OF THE PRINCIPAL TERMS AND CONDITIONS OF APPOINTMENT OF STAFF



Architecture+DesignScotland
Aitearachd is Dealbhadh na h-Alba

Generally

1. This Schedule and individual letters of appointment summarise or refer to the main terms and conditions of service as they apply at present. Full details of the terms and conditions of employment are included in Architecture and Design Scotland's adopted Staff Handbook. Staff will be told about any significant changes by means of staff notices and updating supplements to the Staff Handbook which is available to all staff in electronic form in: data\administration\staff information\Staff Handbook.
2. The Chief Executive will be the line manager for the senior staff of Architecture and Design Scotland and will be responsible to the Chair, Deputy Chair and Company Board of the Company. You will report directly to the Chief Executive and the Company Board of Architecture and Design Scotland, unless otherwise indicated in your appointment letter.
3. All permanent appointments to Architecture and Design Scotland are analogued to Scottish Government's pay and conditions of employment. More detailed information for each individual member of staff is provided in letters of appointment and in the Staff Handbook for Architecture and Design Scotland, which will be updated when required in consultation with the Sponsor Division in the Scottish Government.

Continuity of Employment

4. Previous employment with the Scottish Government and/or A+DS will count as part of a continuous period of employment for the purpose of Employment Protection legislation. No other employment with a previous employer will count with this new employment as a continuous period of employment for the purpose of the Employment Protection legislation.

Location

5. Staff will be required to be based at Architecture and Design Scotland's offices at either Bakehouse Close, 146 Canongate, Edinburgh or The Lighthouse, 11 Mitchell Lane, Glasgow. These are non-smoking offices. In any relocation thereafter, staff will have the same right to relocation terms and conditions as employees in the same pay band in the Scottish Government. Staff will not be required to work outside the United Kingdom. Staff will be reimbursed for travel and subsistence expenses incurred as a result of the requirements of their job. The terms and conditions of reimbursement are laid out in detail in the Staff Handbook.

Probation

6. All newly appointed staff will serve a nine month probationary period unless specifically advised otherwise. At the end of this period their appointment will be confirmed, provided the appointee has shown that he/she can meet the normal requirements of the job, and their attendance and conduct have been satisfactory.

Pay

7. The salary of staff on appointment will be as detailed in their individual letter of appointment. Architecture and Design Scotland operates the same performance management system as that used by the Scottish Government. Any increase to pay will be dependent on performance.

Working Hours

8. Full time staff of Architecture and Design Scotland will normally work a 5 day week of 42 hours including meal breaks of one hour per day. The hours of attendance will normally be as follows:

Monday-Thursday	8.30 am-5.00 pm
Friday	8.30 am-4.30 pm

Alternatively, staff may have the opportunity to work a Flexible Working Hours system, details of which have been agreed by the Board of Architecture and Design Scotland. Part time staff will have their working hours agreed with the Company Board on an individual basis. Pay and leave entitlement of part time staff will be calculated on a pro rata basis using agreed weekly part-time hours and the net full time hours of 37.

Overtime

9. The rules relating to overtime are set out in the Staff Handbook for Architecture and Design Scotland. Staff will not normally be asked to work hours in excess of their normal commitment and there will not normally be any opportunity for paid overtime. The Working Time Regulations limit the number of hours that an individual is permitted to work unless he or she has voluntarily agreed to work in excess of these limits. Details of the requirements of the Regulations are included in the Staff Handbook.

Sick Leave

10. Staff of Architecture and Design Scotland are required to inform their line manager by 10.00 am on the first working day on which they are unable to work because of illness or incapacity. Such notification must be followed by:

- a self-certificate form on return to work if sick absence lasts 7 days or less; or
- if the absence lasts more than 7 days, a self-certificate form covering the first 7 calendar days together with a statement by a qualified medical practitioner covering the absence from the 8th day.

Subject to the discretion of the Company Board of Architecture and Design Scotland and subject to any right they may have to terminate appointments, staff of Architecture and Design Scotland may be paid during sickness absence on full pay (inclusive of any statutory sick pay), less any social security benefits to which they may be entitled (whether claimed or not), for up to 6 months in any rolling period of 12 months - and after that on half pay, up to a maximum of 12 months paid sick absence (whether at full or half rate) in any rolling period of 4 years or less.

Payment of sick pay is conditional upon the timeous receipt of self-certification forms and medical practitioner's certificates as appropriate covering the entire absence period.

If attendance is unsatisfactory because of frequent or continuous sick absence, the staff member's suitability for continued employment will be reviewed by the Company Board of Architecture and Design Scotland, in discussion with the appointed HR Consultancy. A medical examination by an occupational health specialist may be required and the results of any such examination may be disclosed to Architecture and Design Scotland. A guide for staff and line managers on managing attendance is available in the Staff Handbook.

Period of Notice

11. Unless a member of staff is dismissed on disciplinary grounds, staff will be eligible for the following minimum periods of notice:

- less than 4 years continuous service - 5 weeks;
- 4 years or more continuous service - not less than one week for each year of continuous employment plus one week, to a maximum of 13 weeks.

If for any reason other than disciplinary dismissal the minimum period of notice cannot be given, the staff member will receive compensation in lieu of the unexpired period of notice.

If retired prematurely, staff may be eligible for a longer period of notice.

Staff in Bands A and B who decide to leave Architecture and Design Scotland will be required to give not less than 1 month's notice. Staff in Band C will be required to give not less than 3 months' notice.

Pension arrangements

12. Appointments to Architecture and Design Scotland are pensionable from the outset for staff joining the Civil Service Pension Scheme. Scheme details will be made available.

Age of retirement

13. From 01 October 2006 a "no retirement age" policy was introduced by SE and is, therefore, also the case for Architecture and Design Scotland. However, note that there may be a difference between retirement age and pension age which is dependent upon the pension scheme rules.

Acceptance of outside appointments

14. Staff of Architecture and Design Scotland are required to obtain the agreement of the Company Board before entering into any employment commitments to other employers. Existing commitments entered into by staff during their previous employment must be disclosed to the Company Board before accepting employment.

Conduct and discipline

15. The rules on conduct and discipline are set out in the Staff Handbook. Any employee who is dissatisfied with any disciplinary decision relating to him/her should apply in writing within 5 working days to the Chief Executive of Architecture and Design Scotland. All staff must also comply with Architecture and Design Scotland's IT Code of Conduct which is included in the Staff Handbook. The procedure applicable to the taking of disciplinary decisions or to a decision to dismiss is set out in the Staff Handbook. If during their probationary period a member of staff commits a minor disciplinary offence their line manager will:

- explain what is wrong;
- advise what standard of behaviour is required;
- warn that any further breaches of conduct may result in termination of appointment; and
- confirm the warning in writing.

If the staff member commits a further minor offence, or if they commit a more serious offence, their line manager, or the Chief Executive, will:

- interview and inform them of the complaint against them; and
- give them the opportunity to state their case orally at the interview.

If the complaint against them is well founded, their appointment will be terminated.

Use of Official Information

16. The staff of Architecture and Design Scotland is required to exercise care in the use of information which they acquire in the course of their official duties and to protect information which is held in confidence. The rules governing the use of official information and related activities are set out in the Staff Handbook. Any breach of these rules may result in disciplinary action and in certain circumstances criminal or civil proceedings.

Grievances

17. If a member of staff has any grievances relating to their employment they should, where possible, seek to resolve it with their immediate line manager. This initial approach should be made informally but it can, if necessary, be followed up in writing. If it is not possible to resolve the grievance at that stage, or if it is the line manager's action which is the subject of the grievance, the staff member with the grievance can raise it with their line manager who is at least one management level higher than the officer responsible for the earlier decision/action. If still dissatisfied, the matter can be raised with the Chief Executive or with the trade union. If the grievance is against the Chief Executive, the matter should be raised with the Company Board. If the grievance is against the Company Board then the board will be required to raise the grievance issues with the Head of the Department in the Executive to which the Sponsor Division belongs. Details of the steps to be taken if it is considered that the cause for complaint has not been dealt with satisfactorily, in spite of the approaches to the above officers, are in the Staff Handbook.

Collective Agreements Between the Scottish Executive and Trade Unions

18. There are no National Agreements which affect your terms and conditions of service. Local Agreements which directly affect the terms and conditions of service are as follows:

Scottish Executive Main Management and Trade Union Partnership Agreement 1999.

The Scottish Office and Associated Departments Agreement on Redundancy Principles and Procedures - 1994.

Agreement on Limitation of Island Service - 1976.

Confidentiality and Data Protection

19. The Staff Handbook provides guidance of how the Data Protection Act 1998 impacts on staff members of Architecture and Design Scotland.

Equal Opportunities

20. Architecture and Design Scotland operates an equal opportunities policy and diversity strategy, full details of which are provided in the Staff Handbook.

IT Code of Conduct

21. Architecture and Design Scotland operates an IT Code of Conduct to provide guidance on the use of its IT facilities. The Code is included in the Staff Handbook.
22. Architecture and Design Scotland reserve the right to make reasonable changes to any of the Terms and Conditions of Employment, Staff Handbook or Policies and Procedures. Staff will be advised of changes by written notice.