

Senior Design Officer Climate Actions Towns Project

(Fixed-term contract to 31 Mach 2023)

1. Welcome from our Chief Executive
2. Diversity and inclusion
3. The role
4. Key duties and responsibilities
5. Essential criteria
6. How to apply



1. Welcome from our Chief Executive



Architecture and Design Scotland is a dynamic, creative place to work and somewhere you can make a real difference. If you are inspired by that, then I'd love to hear from you.

Our aim is to put people at the heart of designing their places. We are passionate about this because we know how much better things are when this happens.

We work with our many partners to increase the use of collaborative approaches to planning places and to show how design can support communities to meet challenges as diverse as the climate emergency and child poverty. This is what underpins our strategy and drives everything we do as we work to create great places right across Scotland.

Jim MacDonald
Chief Executive

2. Diversity and inclusion

As a Scottish Non-Departmental Public Body (NDPB) whose terms and conditions align with those of the Scottish Government, we aim to be a welcoming and inclusive employer. We are seeking colleagues who will be committed to joining us on that journey, and we are determined to improve diversity and create a culture where everyone's experience and perspectives are valued.

Our ambition is to be a diverse and inclusive employer where people can be themselves at work. We are committed to building a workforce of people with a wide range of backgrounds, perspectives, and experiences, who are valued for their unique contributions in an environment that is respectful, supportive and free of discrimination, harassment or bullying. That means a workforce that includes people of different age groups, socioeconomic backgrounds, faith and beliefs. People who are trans, disabled, or from minority ethnic backgrounds. People who identify as lesbian, gay or bisexual or another sexual orientation. A workforce that is representative of the people of Scotland.

We know that to do this, we need an inclusive culture. We are committed to continually improving our organisational culture and following the lead set by the Scottish Government, in their new vision, ['In the service of Scotland'](#). Five core values underpin this vision: integrity, inclusivity, collaboration, innovation and kindness.

3. The role

Location: This post is based in Edinburgh

Grade: B2 – Senior Design Officer – Climate Action Towns Project

Pay Range: £31,542 - £36,129

Contract type: Fixed Term Contract to 31 March 2023.

We are looking for an enthusiastic, experienced design professional to join our Climate Action Towns team to help us provide advice and promote the benefits of good design in the context of working toward zero carbon places.

Role priorities

The aim of the Climate Action Towns project is to support place-based climate action in a network of small Scottish towns. We are working collaboratively with local people and organisations to:

- bring small towns into the climate adaptation conversation, which is especially important considering that half of Scotland's population lives in towns
- challenge and explore what types of place-based action can be taken in small towns, guided by the [Eight Principles of a Carbon Conscious Place](#)
- explore opportunities to support communities to deliver real change on the ground in areas with historically limited action on climate change
- use this work to outline learning for inclusive climate action at a town scale that can be applied in places across Scotland and beyond.

4. Key duties and responsibilities

Reporting to the Climate Action Town (CAT) Home Team Lead, you will lead collaborative engagements with a variety of stakeholders to contribute to the delivery of projects. You will undertake work to promote the benefits of design in the built environment with a particular focus on supporting climate change mitigation and adaptation through low carbon, place-based planning.

Working with others across the organisation, you will be given responsibility for the delivery of key elements of our work and afforded the opportunity to work across a range of topics.

In particular, the post holder will be expected to:

- prepare work programmes, reports, and other written material
- develop and deliver individual projects as part of our overall business plan

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- prepare case studies etc for publication
- support and/or run workshops and other events
- prepare briefings for senior staff and Board members
- work with other organisations as appropriate
- contribute to design advice services, supported by senior colleagues as required
- provide support to senior colleagues as required

5. Essential criteria

You will be qualified in a relevant discipline and will have, or be working toward, membership of a relevant professional body, e.g. ARB, RTPI, LI, GTC, etc.

You will have experience of some, or all, of the following:

- developing and delivering projects
- managing delegated budgets
- providing advice to stakeholders
- facilitating workshops
- report writing and briefing
- working with building users, policymakers or developers to produce design briefs
- graphical communication

6. Person specification

To succeed in this role, you will be:

- comfortable working in a team but capable of working independently as required
- committed to improving the design of Scotland's built environment
- understand how this supports the delivery of the Scottish Government's national outcomes
- organised, hardworking and creative
- an excellent communicator
- supporting the delivery of Scotland's Climate Change Plan
- willing to take on new responsibilities and challenges

7. How to apply

Please email to recruitment@ads.org.uk your:

- 1) CV
- 2) 1,000-word supporting statement explain how your skills, qualities and experience make you suitable for the role
- 3) Diversity Monitoring Form

The selection panel will use the first two documents to assess your suitability for the role against the essential criteria during sifting.

- **Supporting statement (maximum 1,000 words)** explaining how your skills, qualities and experience make you suitable for the role. You should make particular reference to, and structure your supporting statement around, the essential criteria.
- **CV** setting out your career history, with key responsibilities and achievements. This should provide details of your qualifications and career history with dates and reasons for leaving.
- Completed **Diversity Monitoring** Form
- **Disability Confident Scheme** (previously known as Guaranteed Interview Scheme) for disabled persons. For further information, see the Disability Confident scheme website <https://disabilityconfident.campaign.gov.uk>

If you require reasonable adjustments to support you to apply for this role, please email Sue Reynolds, Corporate Infrastructure Manager (sue.reynolds@ads.org.uk) in confidence. For example, a reasonable adjustment at the application stage could be providing information in an accessible format.

Process

If you are shortlisted, you will be provided with full details of the next stages of the selection process. This will include a short presentation (10 mins) on which you will be given a topic in advance of the interview and asked to prepare in advance to enable you to present to the panel on the day of the interview.

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You will also have the opportunity to discuss any queries you have prior to the final selection panel interview to learn more about the role and the organisation.

The location and format of the final selection panel interview will be confirmed in advance.

Interview expenses

Any travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.

Indicative timeline for the recruitment process

Closing date for applications	Noon 10 August 2022
Shortlisting	Week commencing 15 August 2022
Interviews	Week commencing 22 August 2022

*Timings are subject to change and may alter. You will be informed appropriately.