



Information Pack for Applicants

ARCHITECTURE AND DESIGN SCOTLAND

ABOUT US

In 2025, the Scottish Government published its report into the review of architecture policy delivery in Scotland. The report set out recommendations which have changed our role and focus. Most notably, we have been recast as a sector development body and a centre for excellence.

Our role is also informed by Creating Places, the Scottish Government's policy for architecture and place. This establishes us as a champion for good architecture, design, placemaking and planning and requires that we work to help deliver Scottish Ministers' policies and objectives for the built and natural environment for the benefit of the people of Scotland.

More broadly, as a public body our work must contribute to the delivery of the National Performance Framework outcomes and the Scottish Government's public service reform strategy.

Together, these provide a clear framework for us to operate within, allow us to prioritise our work in ways which will have the greatest impact, and ensure we demonstrate how design and architecture can contribute to wider policy objectives.

Our work is organised around three core areas with digital innovation and tackling the climate emergency woven into each:

- Sector Development
- Housing
- Public Sector Capital Investment

The Business Plan 2026/27 is the first to reflect our new direction as we put our energies into growing the architecture sector.

Alongside efforts to promote Scotland's architecture sector internationally and increase opportunities at home, the plan responds positively to the review recommendations to provide a strong platform on which to grow the sector.

Our work this year will show how design can be used to tackle the housing crisis, support better outcomes across public sector capital investment, help Scotland achieve net zero, and enable the sector to embrace digital innovation.

Please do look at our website for more details on what we do [About us | A&DS](#)

Job Title: Design Officer

Fixed Term until 31 March 2027

We are looking for an enthusiastic design professional to join the A&DS team on fixed term contract until 31 March 2027.

PERSON: You will be qualified in a relevant discipline and will be working toward membership of a relevant professional body, e.g. Architects Registrations Board, Landscape Institute, etc.

LOCATION: This post is based in Edinburgh, where you will be expected to travel to the office at least one day per week, and other destinations across Scotland as required.

GRADE: B1 - Design Officer

PAY RANGE: The post offers a salary within the pay scale range FTE £34,936 - £37,894 per annum (B1). You will start at the bottom of the scale.

CONTRACT TYPE: Full Time, Fixed Term until 31 March 2027.

ROLE PRIORITIES

Reporting to the Director of Design, you will contribute to the delivery of projects and undertake work to promote the benefits of design in the built environment.

As part of this you will work with colleagues across the organisation to deliver key elements of our programme, and gain experience in design-led engagement and knowledge-sharing across our housing, public sector capital investment and sector development work.

KEY DUTIES AND RESPONSIBILITIES

In particular, the post holder will be expected to:-

- Provide support to projects led by senior staff;
- Organise and support planning of workshops and other events;
- Research/source imagery and projects for web-based libraries;
- Support development of design case studies, interviews, videos, articles and learning materials for publication;
- Draft reports and other written material.

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

- Working in a project environment;
- Report writing and briefing;
- Graphical communication.

You will be:-

- Comfortable working in a team but capable working independently as required;
- Committed to improving the design of Scotland's built environment;
- Clear about how this supports the delivery of the Scottish Government's national outcomes;
- Organised, hardworking and creative;
- An excellent communicator;
- Willing to take on new responsibilities and challenges.

SUCCESS PROFILE

Introduction to Success Profiles

We have adopted Success Profiles as our recruitment framework for all recruitment.

Our Success Profiles framework aims to:

- give the best possible chance of finding the right person for the job
- better reflect diversity of roles across the organisation
- allow candidates to demonstrate their skills across a broader set of criteria
- retain talent and experience

We are using three elements of the framework. These are:

- **behaviours:** the actions and activities that people do which result in effective performance in a job
- **experience:** the knowledge or mastery of an activity or subject gained through involvement in or exposure to it
- **technical:** the demonstration of specific professional skills, knowledge or qualifications

Success profiles are specific to each job and they include the mix of skills, experience and behaviours candidates will be assessed on.

For the role of Design Officer, we will be assessing against the following Success Profile Behaviours. You should ensure you reference your experience relating to the 4 success profiles below in your personal statement.

1. Communicating and Influencing

- communicate clearly and concisely both orally and in writing

2. Delivering at pace

- have a positive and focused attitude to achieving outcomes

3. Seeing the big picture

- understand how your work and the work of your team supports wider objectives and meets the diverse needs of stakeholders
- take a keen interest in expanding knowledge in areas related to your work

4. Changing and improving

- look for ways to use technology to achieve efficient and effective results
- consider accessibility needs of the diverse range of end users

You can find out more about Success Profiles Behaviors at Annex 3 of the pack

HOW TO APPLY

Please email the following to recruitment@ads.org.uk

- 1. Application Cover Form** (Annex 1)
- 2. Supporting statement (maximum 500 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 success profiles. (Annex 2)
- 3. Current curriculum vitae**

PROCESS

The interview will involve a short presentation (around 5 mins) which you will be asked to prepare for in advance to enable you to present to the panel at the interview. This will be followed by a series of questions based on assessing your suitability using the success profile criteria. You will then have the opportunity to ask the panel any questions at the end of the interview.

INDICATIVE TIMELINES*

Closing date for applications	Monday 22 June 2026 at 9am
Shortlisting	Monday 22 June 2026
Interviews	Monday 29 June 2026

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

Architecture & Design Scotland

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ANNEX 1

IN CONFIDENCE — WHEN COMPLETED

APPLICATION COVER FORM

Please complete this form and email it to **recruitment@ads.org.uk**.

Your application must be received by **0900hrs on 22 June 2026**.

Please include the following documents with your email:

1. **Application cover form**
2. **Supporting statement** (maximum 500 words) – Annex 2
3. **Current curriculum vitae (CV)**
- 4.

Please note:

- All three documents must be included for your application to be considered.
- Applications received after **0900hrs on 22 June 2026** will not be accepted.

PLEASE COMPLETE THIS SECTION

Post applied for

DESIGN OFFICER – B1

Surname

Forenames (in full)

Any other names by which you have been known

Place of birth

Nationality at birth

Present nationality

Other nationality or citizenship ever held

Yes No If yes, give full details with dates:

Are you authorised to work in the UK?

Yes No

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Permanent address and Postcode

Telephone number

E-mail address

Address for letters (if different from above)

Postcode

Alternative contact number

DISABILITY (You do not need to answer these questions unless you wish to do so.)

Do you have a disability within the meaning of the Disability Discrimination Act 1995?

Yes No

This question is asked for diversity monitoring purposes only and will have no bearing on the outcome of the shortlisting process.

Do you have a disability or health condition that would affect your ability to fulfil the intrinsic requirements of the post? Yes No

If you answered yes to either question above, please provide details below:

If you are invited to an interview and would like any reasonable adjustments or special arrangements made, please indicate this below.

Please provide details below:

ANNEX 2

Supporting statement (maximum 500 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, your experience using the success profiles listed for this particular role. For ease they are:

1. Communicating and Influencing

- communicate clearly and concisely both orally and in writing

2. Delivering at pace

- have a positive and focused attitude to achieving outcomes

3. Seeing the big picture

- understand how your work and the work of your team supports wider objectives and meets the diverse needs of stakeholders
- take a keen interest in expanding knowledge in areas related to your work

4. Changing and improving

- look for ways to use technology to achieve efficient and effective results
- consider accessibility needs of the diverse range of end users

Please add in your supporting statement below – no more than 500 words.

ANNEX 3 – B1 SUCCESS PROFILES FULL SET

Seeing the big picture

Examples of seeing the big picture at B1 grade are when you:

- understand how your work and the work of your team supports wider objectives and meets the diverse needs of stakeholders
- keep up to date with the issues that affect your work area
- take a keen interest in expanding knowledge in areas related to your work
- focus on overall goals and not just specific tasks to meet priorities

Changing and improving

Examples of changing and Improving at B1 grade are when you:

- regularly review own and team's work and take the initiative to suggest ideas to make improvements
- give feedback on changes in a constructive manner
- take a positive, open approach to the possibility of change and encourage others to do the same
- help others to understand changes and the reasons they are being put in place
- identify and act on the effects changes are having on your role and that of the team
- look for ways to use technology to achieve efficient and effective results
- consider accessibility needs of the diverse range of end users

Making effective decisions

Examples of making effective decisions at B1 grade are when you:

- take responsibility for making effective and fair decisions, in a timely manner
- analyse and research further information to support decisions
- talk to relevant people to get advice and information when unsure how to proceed
- explain how decisions have been reached in a clear and concise way, both verbally and in writing
- demonstrate the consideration of all options, costs, risks and wider implications, including the diverse needs of end users and any accessibility requirements

Leadership

Examples of leadership at B1 grade are when you:

- show pride and passion for your work and positive, inclusive engagement with your team
- understand your areas of responsibility and display awareness of the wider impact of your actions
- proactively role model and promote an inclusive workplace, promptly dealing with inappropriate language and behaviours when they arise, including any instances of discrimination or misconduct
- give praise and credit to colleagues and stakeholders where appropriate

Communicating and Influencing

Examples of communicating and influencing at B1 grade are when you:

- communicate clearly and concisely both orally and in writing
- take time to consider the best communication channel to use for the audience, including making the best of digital resources and considering value for money
- interact with others in an enthusiastic way
- express ideas clearly and with respect for others
- listen to and value different ideas, views and ways of working
- respond constructively and objectively to comments and questions
- handle challenging conversations with confidence and sensitivity

Working together

Examples of working together at B1 grade are when you:

- develop a range of contacts outside own team and identify opportunities to share knowledge, information and learning
- show genuine interest when listening to others
- contribute to an inclusive working environment where all opinions and challenges are listened to and all individual needs are taken into account
- ensure it is clear that bullying, harassment and discrimination are unacceptable
- offer support and help to colleagues when in need, including consideration of your own and their wellbeing
- change ways of working to aid cooperation within and between teams in order to achieve results

Developing self and others

Examples of developing yourself and others at B1 grade are when you:

- identify gaps in own and team's skills and knowledge
- set and consistently meet development objectives
- seek learning opportunities
- support the development plans of all colleagues, recognising how diversity of experience/background can help to build an inclusive team culture
- consider the contributions of all team members and delegate work to aid the learning and development of all
- encourage and listen to developmental feedback from colleagues

Managing a quality service

Examples of managing a quality service at B1 grade are when you:

- work with customers to understand their needs and expectations
- create clear plans and set priorities which meet the needs of both the customer and the business
- clearly explain to customers what can be done
- keep colleagues and stakeholders fully informed of plans, possibilities and progress
- identify common problems that affect service, report them and find possible solutions
- deliver good customer service which balances quality and cost effectiveness

Delivering at pace

Examples of delivering at pace at B1 grade are when you:

- regularly review the success of activities in the team to identify barriers to progress or challenging objectives
- identify who and what is required to ensure success, set clear goals and areas of responsibility and continually assess workloads considering individual needs
- follow relevant policies, procedures and legislation to complete your work
- ensure colleagues have the correct tools and resources available to them to do their jobs
- have a positive and focused attitude to achieving outcomes, despite any setbacks
- regularly check performance against objectives, making suggestions for improvement or taking corrective action where necessary
- ensure that colleagues are supported where tasks are challenging

PRIVACY NOTICE

Thank you for showing an interest in working at A&DS, which is a non-departmental public body.

As part of any recruitment or appointment process, public bodies collect and process personal data relating to job applicants and applicants for public appointments.

This privacy notice explains how we collect, use and store your personal information in the context of applying for employment and for use in our recruitment processes.

It also sets out the situations where we may share your personal data. The privacy notice also explains your rights and how to contact us.

We may collect, process and store different personal data from you depending on what stage you are at in the recruitment process and whether you are applying for employment or applying for a public appointment. Below we have listed what personal data you may provide us during the recruitment or appointment process.

As mentioned above you will not have to supply all this information at the application stage, but as part of joining the Scottish Government or taking up a public appointment, our pre-employment check process will require this information.

The personal data we may collect from you at application stage includes:

- contact details such as name, title, addresses, telephone numbers, and personal email addresses;
- evidence of how you meet the requirements of the role, including CVs and references diversity monitoring information and diversity data for legal compliance (i.e. information on age, sex, trans status, marital status, sexual orientation, disability, national identity, ethnicity, religion, socio-economic background and caring responsibility), and specifically for Public Appointments, biological sex as registered at birth for the specific purpose set out below.

If you are successful for the role you are applying for we may collect:

- evidence of your right to work in the UK and immigration status updated diversity and equal opportunities monitoring information, information about your health, including any medical needs or conditions, other information required for some applications, for example verification of qualifications;
- copies of driving licence, passport, birth certificates and proof of current address, such as bank statements and council tax bills .

If you contact us regarding your application at any point we will record that correspondence.

All documents will be stored securely on our system and not shared with any third parties.

Unsuccessful application information will be securely deleted from our system after three months.

If you have concerns about the way we process and handle your personal information, in the first instance you should raise your concerns to:

Data Protection Officer

Architecture and Design Scotland

Room 3.70

1 Lauriston Place

Edinburgh

EH3 9EF

info@ads.org.uk