



Grounds Maintenance Operator, Dirleton Castle Depot

Closing Date: Wednesday 8th July 2026, Midday

Expected Interview Date: Week commencing 20th July 2026

Recruitment Reference:
398

Starting Salary:
£27,740 pro rata, per year

Salary Range:
£27,740 - £28,213 pro
rata, per year

Pay Band:
Grade 1

Directorate:
Operations

Location:
Dirleton Depot, Dirleton
Castle, Dirleton, East
Lothian, EH39 5ER

Line Manager:
Thomas Harcke,
Property Maintenance
and Compliance
Manager

Contract Type:
Permanent

Working Hours:
Full time – 1820 hours per
year (annualised hours)

Thank you for your interest in the post of Grounds Maintenance Operator with Historic Environment Scotland (HES) that will be based in the Dirleton Castle Depot. This is a permanent and pensionable position.

You will be joining a dedicated team where you will contribute to the grounds maintenance of historical monuments under the care of Historic Environment Scotland at Dirleton Castle and in the surrounding areas.

Overview of the post and information about the team

The Dirleton Castle Depot Monument Conservation Unit (MCU) currently consists of a 2-person team all of whom carry out grounds maintenance work on a variety of locations. The team is headed by a Property Maintenance and Compliance Manager who has direct line management responsibilities for the whole team.

You will carry out grounds maintenance duties for the team as well as shared driver duties in transferring the squad and equipment to their place of work and picking up materials. You will be expected to make your own way to and from the Dirleton Castle Depot for start and finish times. You may on occasion be required to work at other monuments within the HES South Region.



Key responsibilities, duties and objectives

The post involves general grass maintenance and gardening duties within the grounds maintenance team. You will be expected to work under the instruction of the Property Maintenance and Compliance Manager. You will ensure an excellent customer experience by maintaining HES properties and grounds to a high standard.

Due to the nature of this role, you will work mainly outside in variable weather conditions.

You will be required to comply with and promote HES Health and Safety Policies.

From time to time you will be required to attend training courses identified to assist the work, or to comply with health and safety legislation (this may require travel and overnight stays away from home). You will be required to complete IOSH Working Safely when starting in post.

Key duties of the Ground Maintenance Operator post include:

- Grass cutting and strimming at various sites using numerous types of machinery
- Garden maintenance
- Minor maintenance of plant and equipment
- Hedge maintenance
- Fencing repairs
- Minor drainage works
- Tree works
- Dry stone wall repairs
- Planting and weeding
- Litter removal
- Carry out maintenance works e.g. painting etc. throughout the area

Working Hours

The normal weekly hours of work will vary according to the working season in the year and may be subject to future changes. The working year will cover the calendar year 1 April to 31 March.

You will work on an annualised hours contract which means the working year will be divided into 2 working seasons: namely a longer working hours season (summer) and a shorter working hours season (winter). The length of each working season will be fixed by local management after discussion with the MCU and not later than 1 April of that working year.

The normal working week for the summer season will cover 5 days. The normal working week for the winter season currently covers a 4-day week, however regardless of the hours worked (long/short weeks) you will be paid at the rate of one-twelfth of your annual salary per calendar month. At present, the working hours are as follows, but these may be subject to change in future:



The summer working hours are:

Monday – Thursday	07:30 -16:15
Friday	07:30 -14:20

The winter working hours are:

Monday – Thursday	08:00 -16:00
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Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- Demonstrable experience of carrying out grounds maintenance in estates, local authority environment or historic landscape management
- Knowledge of the following: Health and Safety at Work Act, Risk Assessments, Method Statements
- Competent in the use of various grass cutting machinery e.g. strimmers, flail mowers, ride on mowers, cylinder mowers, hedge trimmers etc.
- Competent knowledge of estate management e.g. fencing, drainage, dry stone walling, use of pesticides etc.
- Knowledge of small plant and equipment maintenance
- Full UK Driving License or if non-UK driving license holder a willingness to convert within first 12 months of employment. Willingness to work towards a D1 + E Entitlement if not already obtained.

Desirable requirements:

- Knowledge of the following: chain saw use, use of herbicides, COSHH
- Completion of LANTRA chainsaw course
- Completion of Safe use of pesticides course
- Experience of operating all-terrain vehicles
- HGV Class 1 Licence

Health Screening:

Given the nature and working environment of this role; a pre-employment health screening will be undertaken for the successful post holder – Any offer of employment will be subject to satisfactory checks.

Our Interview Process

If you have been shortlisted for this role, we will send you an email to invite you to meet with us for an interview. This will take place either in-person or by video call (we will let you know which one in advance). Our panel will ask you some questions to get to know you and better understand how you meet the key competencies and behaviours of the role that you are applying for. This is also an opportunity for you to know the team better and make sure that we are the right choice for you

There may be a task included in the interview, which is relevant to the role you are applying for. If this is the case, we will let you know what to expect beforehand. Should you be shortlisted for interview, we will send you out the key questions in advance to help you prepare. Your questions will be based on the following selected key requirements of the post:

Key Competencies

- **Teamwork** - Contributing to and supporting working together
- **Planning and Organising** - Putting plans and resources in place to achieve results
- **Knowledge and Expertise** - Applying and developing knowledge and expertise to achieve results - (See Knowledge, Skills and Experience above for specific criteria)

Key Behaviours

- **Taking personal ownership** – We are the ‘local experts’ in our area. Recognising this expertise and feeling empowered to make decisions and owning the issues to deliver the bigger picture.
- **Learning as we work** – Ensuring we are all accountable for our own personal growth and learning. Ensuring we reflect on these moments and are brave enough to seek them out and grow with our changing world.
- **Exploring challenges together** - Collaborating with others to solve problems to ensure the highest quality results. Owning our learnings and behaviours together rather than defending or attributing blame.

How to apply for this post

You can apply online by visiting our [vacancy page](#) on the Historic Environment Scotland website. If you are unable to complete an online application process, please email southrecruitment@HES.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you. Alternatively, you can call 0131 668 8600 to request this.

Guidance on completing your application can be found in the ‘How to Apply’ section in the Job Summary, please ensure that you read this to understand what should be included in your cover letter. If you are applying internally, please read our CV and Cover Letter Guidance included in the advert under the section ‘Key requirements of the role’.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Thomas Harcke, Property Maintenance and Compliance Manager via email on thomas.harcke@hes.scot



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We are dedicated to building a workforce which is reflective of diversity within Scotland. We warmly welcome applications from candidates of all backgrounds, regardless of age, race, gender or gender identity, religious beliefs, marital status, sexual orientation, disability, or neurodiversity. In support of our Gaelic Language Plan, we welcome applications from Gaelic speakers.