



Labourer/Driver, Melrose Depot

Closing Date: Wednesday 28th October 2026

Expected Interview Date: w/c 9th November 2026

Recruitment Reference:
467

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:
Melrose Depot

Line Manager:
John Marr, Property
Maintenance and
Compliance Manager

Contract Type:
Permanent

Working Hours:
Full time - 1820 hours per
year (annualised hours –
see below for more
information)

Thank you for your interest in the post of Labourer/Driver with Historic Environment Scotland (HES) that will be based at Melrose Abbey Depot. This is a permanent and pensionable position.

You will be joining a dedicated team where you will contribute to the conservation of historical monuments under the care of Historic Environment Scotland within the Scottish Borders.

Overview of the post and information about the team

As part of the Regional Property Maintenance, Compliance & Logistics Team, you will be part of a small team consisting of 10 people, who carry out building compliance checks and maintenance repair work in the Borders district.

You will provide labouring duties to the team as well as assisting with regular maintenance inspections and surveys. You will be expected to make your own way to and from Melrose 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 main duties of the post include:

- Providing semi-skilled assistance to enable colleagues to carry out their conservation duties
- Carrying out routine maintenance at various sites ensuring continued high standards of presentation of the properties in care and the 'stitch in time' works



- Maintenance of small plant and equipment
- Assisting with surveys and works inspections.
- Maintaining individual responsibilities for Health & Safety awareness and the health and safety of members of the public and fellow employees
- Keeping the working site clean and tidy, ensuring that access and egress to working areas are maintained at all times
- Delivery of consumables, plant and equipment
- 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 overnight stays away from home).
- Transporting the Monument Conservation Unit staff, plant, equipment and materials from depot to various Historic Environment Scotland sites spread throughout the Borders area

Working Hours:

The working year will cover the calendar year 1 April to 31 March.

The normal working week during Summer will cover a 5-day working week, Monday to Friday inclusive. During Winter the normal working week consists of a 4-day week at present. The team's current working hours are as follows, but please note this may be subject to change in future:

Summer (April-October)

- Monday to Thursday: 7.30 – 16.15
- Friday: 7.30 – 14.20

Winter (October-March)

- Monday to Thursday: 8.00 – 16.00
- Friday: Day off

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:

- A basic general understanding of traditional building methods, especially using lime mortars, and an up-to-date awareness of the practices and techniques needed in the conservation of historic buildings and monuments.
- Experience and knowledge of health & safety practices including Control of Substances Hazardous to Health (COSHH) assessments, risk management etc.
- Experience of working within construction sites
- Experience of general labouring practices
- Experience of small plant and equipment maintenance
- A full UK driving licence, or a valid non-UK driving licence that permits driving in the UK, with a commitment to convert to a full UK driving licence within 12



months of appointment or before the non-UK licence can no longer be used legally in the UK, whichever is sooner.

Health Screening:

Given the nature and working environment of this role a pre-employment health screening will be undertaken for the successful postholder. 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:

- **Delivering excellent Service** – Demonstrating a commitment to quality services
- **Teamwork** - Contributing to and supporting working together
- **Communication** - Communicating appropriately and clearly

Key Behaviours:

- **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.
- **Focusing on our impact** – Focusing our activities, actions, and performance to deliver a wider shared impact and that work undertaken always positively impacts the wellbeing of others.
- **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 form, 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 or alternatively you can call 0131 668 8600 to request this.

Guidance on completing your application can be found in the 'How to Apply' 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 John Marr, Property Maintenance and Compliance Manager, via email on john.marr@hes.scot

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.