

12th May 2025

Your request for information under the Freedom of Information (Scotland) Act 2002 (“the Act”)

Thank you for your email which was received by VisitScotland on 10th May 2025 at 1.14pm requesting the below information:

salary ranges (from the bottom of the scale to the top) for each job listed below. Also, if you could send me the relative current job descriptions and any future job descriptions, if under any current pay and grading review.

- 1 Mechanical & Electrical Engineer/Building Services Engineer (Projects) - Team Lead
- 2 Mechanical & Electrical Engineer/Building Services Engineer (Projects)
- 3 Energy Manager or Energy & Water Manager
- 4 Carbon Manager
- 5 Mechanical & Electrical /Building Services Technical Drawing/CAD Technician

VisitScotland’s response

Please find our response below.

We do not have any jobs that match the list you provided and therefore do not hold the information you have requested. Section 17 of the Act states that where public authorities receive requests for information that they do not hold, they must issue a notice advising that they do not hold the requested information. This letter provides you with that notice.

VisitScotland does have an Internal Sustainability Manager role whose responsibilities include – but are not limited to - looking at carbon capture for the organisation. The salary bracket for this role is £42021 to £47095. I have attached a document outlining the job role.

Your right to request a review

If you wish to request a review of your application under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, your request should be submitted to us in writing, or another permanent format (for example e-mail or voice recording) to:

Ms Vicki Miller
Chief Executive
VisitScotland
Waverley Court
4 East Market Street
Edinburgh
EH8 8BG

Telephone: 0131 473 3603
E-mail: vicki.miller@visitscotland.com

The request for a review should be received by us within 40 days of the date of this letter. Any

request for a review should also set out, in as much detail as possible, the reasons why you are not satisfied with our response or the manner in which we have dealt with your application

If you are not satisfied with the result of the review, then you have the right to appeal to the Scottish Information Commissioner.

You can contact the Scottish Information Commissioner at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

Email: enquiries@itspublicknowledge.info

You also have the right to appeal to the Court of Session in Scotland on a point of law concerning our response.

Internal sustainability manager

May 2021

The Package

- Grade G
- Choice of 2 defined benefit pension schemes
- Flexible working practices, including compressed hours
- Range of lifestyle benefits
- Employee Assistance Programme
- 36.5 days annual leave, plus buy more or sell back options
- Extensive learning and development opportunities
- Generous maternity and paternity leave

Our values

- Collaboration
- Outward-looking
- Innovation
- People oriented
- Ambitious
- Responsible

Location & Amenities

VisitScotland operate an agile working culture, partially office and partially home based. This role can be based anywhere in Scotland but may be required travel throughout Scotland. Occasional international and domestic travel may be required.

Proud to be recognised for our people focus:



What does the team do?

The role of the facilities department is to provide support and guidance to the organisation in responding to any enquires on property and office matters, Health and Safety, Business Continuity and Sustainability. One of our main areas of responsibility is managing the working environment, to ensure a safe and inspiring workplace for staff.

The team also delivers projects and initiatives in line with VisitScotland and Scottish Government objectives to promote efficiencies and value for money.

The team is responsible for the effective delivery, within budget, of H&S, property maintenance and management (hard and soft services), business improvement and project management as it relates to the property estate.

What are you responsible for?

WHAT YOU ARE RESPONSIBLE FOR?

- The post holder will deliver a programme of activities to reduce the carbon footprint of the organisation and quantify those achievements
- The role will have no staff management or budget responsibility.

Background to the role

The post of internal sustainability manager is essential to the delivery of the organisations ambition to achieve zero carbon emissions and meet Scottish Government targets across the business.

They will provide guidance to the organisation on internal sustainability matters, including energy, travel, water and waste management.

The post holder will identify, initiate and deliver a programme of initiatives across the organisation which work towards our zero carbon ambitions following internal compliance controls, best practices, and statutory requirements. Projects will include both hard and soft service areas of the business, such as physical property improvements and inter-team challenges, to directly impact carbon emissions and influence staff behaviours.

The successful candidate will be an accomplished programme manager who takes pride in their ability to develop and execute a plan that delivers results. This person will demonstrate an exceptional influencing skill to lead and coach a wide range of stakeholders across the organisation. In order to do this, you will be highly collaborative and proactive in finding solutions.

The Sustainability Manager must be flexible, adaptable and able to meet the diverse challenges that present themselves when dealing with a multitude of stakeholders and be future focussed whilst taking learnings from the past.

What is the job?

1. Influence internal stakeholders including Directors, Heads of Department and staff to reduce the carbon footprint across all areas of VisitScotland. Liaise with external public and private sector organisations to identify best practice and integrate these into the business model to work towards a zero-carbon organisation.
2. Actively, regularly review and update VisitScotland's sustainability policies in line with best practice and influence change.
3. Lead the audit, analysis and reporting of the organisation's environmental performance, including completing any Government returns and the production of the VisitScotland annual sustainability report.
4. Establish, develop and manage the cross departmental green champions located throughout the organisation, providing motivation and training opportunities to encourage engagement, behavioural change and the promotion of responsible tourism.
5. Develop and deliver energy, travel, water and waste policies which meet the carbon ambitions of the organisation and Scottish Government.
6. Challenge current business practices across the organisation to reduce VisitScotland's carbon footprint. Lead by example and promote proactive business solutions ensuring sustainability is central to decision making.
7. Manage a range of environmental projects such as improvements to the fabric of our buildings to reduce the carbon footprint of the organisation, improve EPC ratings and achieve gold green tourism awards across the property estate.
8. Critically review data sources relating to carbon management to improve and standardise reporting tools and minimise duplication.
9. Monitor and quantify savings, upcycling and recycling achieved across the organisation. Set targets for improvement and report outputs to the wider organisation including VisitScotland employees, the leadership group and board.

10. Develop a communication plan to manage and keep up to date the online sustainability presence of the organisation via the HUB and VisitScotland.org. Be a Hub superuser.

What you must have

- Degree educated or equivalent experience in relevant subject area i.e. environmental or business management
- Commercially minded with knowledge of the benefits of sustainability to an organisation
- Self-motivated in order to work with autonomy but willing to be co-operative as part of a wider team
- Proven expertise in sustainability and carbon reduction
- Highly numerate, analytical and methodical whilst being flexible to learn about shifting landscapes of sustainability
- Excellent analytical skills, report writing, organisational and interpersonal skills.
- Ability to forward plan, work to deadlines and remain calm under pressure
- A proactive approach to organising a busy workload.
- Exceptional influencing skills at all levels of an organisation

What we'd like you to have

- Motivational and/or coaching skills
- IWFM Qualification and/or Membership

- VisitScotland actively promotes the Gaelic language and an interest in the language or possession of Gaelic Language skills would be considered a desirable attribute in any prospective employee.

Competencies

Impact and influence: The ability to convince, persuade, influence or impress others toward a point of view. It is about working collaboratively with others to gain agreement to a course of action, idea or future vision.

Initiative and drive: The ability to identify or anticipate current or future challenges and opportunities. Adopting a proactive approach when addressing those opportunities or taking

preventative measures to avoid the problems. The drive to put the energy into achieving results and take action to exceed goals and expectations.

Teamwork and leadership: The willingness and ability to work co-operatively and supportively with your colleagues, developing positive, open working relationships in order to solve problems and to achieve business goals. The ability to lead and motivate others, energising them and gaining their commitment to a vision, thereby enabling them to contribute to the best of their ability.

Creative thinking: The ability to generate new, creative ideas as well as an ability and willingness to adapt existing systems, concepts or ideas. This includes the ability to stand back from the detail to identify patterns, make connections and to build up ideas as to the key or underlying issues in complex situations.

Concern for quality: The underlying drive to ensure that quality is not compromised within the working environment. The identification and maintenance of standards to meet the needs of the business, together with a desire for accuracy in the workplace.

Drive for Results: The energy to achieve results and take action to exceed goals and expectations. This includes striving for continuous improvement and taking calculated risks to pursue opportunities to make services and work practices more efficient and effective.