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## WHO WE ARE

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Buccleuch is a diverse and innovative business with a passion for sustainable land use in rural Britain. People are at the heart of Buccleuch, in particular, colleagues, tenants, customers and visitors. Our commercial enterprises, including leisure & hospitality, agriculture, forestry, energy, rural estates and commercial property, provide approximately 500 jobs in local communities.

Our rural estates property team incorporates the building services, GIS, architect, estate database development and fencing teams, and has a wide range of responsibilities including managing Estate residential properties and farm tenancies, as well as commercial activities such as mast sites and wayleave negotiations.

**For more information about us, and what we do, look at our website here:**

[www.buccleuch.com](http://www.buccleuch.com)

## OUR VALUES

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- We treat each other with respect
- We do our best for customers
- We care about our communities
- We actively manage our impact on the environment

## WORKING FOR US

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Shepherd, Lettings Agent, GIS Technician, Gardener, App Developer, Joiner, Wildlife Ranger, Barista, Forester, Surveyor, Retail Assistant, House Guide, Project Manager, Finance Assistant, Fencer, Site Engineer...

Just some of the many and varied roles people carry out at Buccleuch and chances are, you won't have worked anywhere like it before. Whether you're based on one of our stunning rural estates or in our centrally located modern Edinburgh office, if you join us, you can expect to be busy and challenged, but you'll never find it dull. Colleagues are encouraged to use their initiative and many have had the opportunity to develop their roles. We're particularly committed to safety and wellbeing and we like to think this is a great place to work.

In our last People Survey colleagues reported that they are proud to work for Buccleuch, they understand what is expected of them and feel that their team environment is supportive. Here's what some of our colleagues had to say:

*"It's a great place to work"*

*"Buccleuch is unique but it's the people that really make it"*

*"I enjoy being part of the team"*

*"The company has really demonstrated commitment to everyone's wellbeing"*



*"I felt really valued during what has been a difficult time"*

*"The mansion houses and grounds are so beautiful and it's interesting to work with a family whose roots trace back to King Charles II and beyond"*

## THE ROLE

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<b>Role title</b>	Data Administrator	<b>Perm/temp</b>	Permanent
<b>Location</b>	Queensberry Estate, Thornhill	<b>Hours per week</b>	37.5
<b>Start date</b>	ASAP	<b>Manager's role</b>	Property Agent

Do you love working in a fast-paced environment where every day is different? Do you get great satisfaction from piecing together the pieces of the jigsaw? This role is perfect for someone who is organised, great at working with numbers, has a great eye for detail and is able to spot data discrepancies.

In this role you will provide support in managing the property management database ActiveH, working with large volumes of data in excel with responsibility for adding and updating detailed information. This will require someone with the confidence to question when something doesn't look quite right to ensure the integrity of the information in our property management system.

You will work closely with colleagues in our IT, Finance, GIS and Property teams and should be enthusiastic to learn how different parts of the business work

Occasional travel to other Estates may be required, therefore, ideally candidates will have a driver's licence.

You will find more detail about the day-to-day responsibilities and tasks involved in this role at the end of this pack.

### Salary & benefits

<b>Salary range (dependent on experience)*</b>	£19,500 - £22,500
<b>Employer pension contribution (subject to you contributing 3.5%)</b>	5.5%
<b>Annual leave (inclusive of public and statutory holidays)*</b>	30
<b>Life assurance</b>	2.5 x salary
<b>Other</b>	Private health

\*Salary & annual leave are pro-rated for part-time colleagues

## THE PERSON

We want to hear from candidates who have the skills listed below and who can demonstrate the personal traits and behaviours that are key to success in this role.

### Essential skills

Sound IT literacy with proficiency in the use of MS Office, particularly Excel

Strong organisational skills and able to work to deadlines

An excellent eye for detail, able to follow processes and focus on assigned tasks

Excellent numeracy and problem solving skills

Comfortable communicating with a range of colleagues

### Personal traits & behaviours

Hard working, friendly and willing to provide support to colleagues

Able to use initiative

Willing to learn and develop skills

Able to work independently, be proactive and take ownership of workload

Able to build strong working relationships

We are looking for candidates who have these qualifications and experience:

### Qualifications

Maths National 4/5 (or equivalent)

### Experience

Database Management or Administration experience is desirable, however full training will be provided.

While an Administration qualification would be helpful this is not essential. This role could equally suit an experienced data administrator or someone bright and enthusiastic who is keen to develop their career in a supportive environment or complete a modern apprenticeship.





## ROLE SPECIFICS

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On a day-to-day basis, our Data Administrator will carry out the following tasks:

- Send system queries to the relevant person within the IT Team
- Maintain and update information recorded in the property management system - Active H
- Review system data for errors
- Correct system errors and check output
- Liaise with colleagues in Finance, Property and Building Services on data queries to ensure accurate information is recorded
- Reconcile data between different system databases
- Support data cleansing projects
- Support User Acceptance Testing on system updates

We ask all our colleagues to:

- Be familiar with, and adhere to our company policies, guidance and practices
- Co-operate with colleagues to ensure that Buccleuch is a safe place to work and visit and report any concerns to a relevant manager or a member of the safety team
- Undertake other duties as may be required from time-to-time and are consistent with the overall responsibilities of the role.

## APPLYING FOR THE ROLE

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**Sound interesting?** If you think you have the right skills, attitude and experience to join our team we would love to hear from you! To apply, simply email your CV and a covering letter to our recruitment team at [recruitment@buccleuch.com](mailto:recruitment@buccleuch.com).

If you have any questions about the role, would like this information presented in a different format, or would like more information about our application process, please contact us at [recruitment@buccleuch.com](mailto:recruitment@buccleuch.com)