

# ROYAL BOTANIC GARDEN EDINBURGH



## Head of Digital Delivery Candidate Pack

June 2025





## ABOUT US

Royal Botanic Garden Edinburgh is a world-renowned centre for plant study, conservation, and biodiversity innovation as well as a hugely popular tourist attraction. Founded in 1670 as a physic garden for growing medicinal plants, it has evolved into a global leader in plant science, conservation, and education.

Key features include:

**Globally important Living Collection:** We hold one of the world's largest and richest plant collections, with over 13,300 plant species, many of which are under threat, economically or ethnobotanically important, or still to be scientifically described.

**Global Conservation:** We inspire and participate in global conservation projects, aiming to protect plant biodiversity and address environmental challenges.

**Herbarium:** The Herbarium contains over three million preserved specimens, making it a valuable resource for scientific research and education.

**Education:** We offer a range of educational programmes and courses for all ages; promoting plant science, horticulture and conservation.

**Visitor Attraction:** Together, our four Gardens constitute one of Scotland's premier visitor attractions, offering beautiful landscapes, engagement with nature, public programmes and seasonal events.

**Four Gardens:** Our four distinct Gardens - Edinburgh, Benmore, Dawyck and Logan - each feature their own unique plant collections and specialties, adapted to their microclimates.



Edinburgh: Behind the science, conservation and education facilities, is a tranquil oasis in the heart of the city. Across 72 acres, the Garden showcases nearly 60,000 plants from around the world in themed plantings. Features such as the Rock Garden and Chinese Hillside, with their known wild origin material, are internationally renowned. The public Glasshouses, including the iconic A-Listed Palm Houses, are currently closed for major restoration as part of the [Edinburgh Biomes Project](#).

Benmore: On a mountainside in Argyll, Benmore is celebrated for its magnificent and scientifically significant collection of rhododendrons and conifers. Its stunning setting features collections from Chile, Bhutan and Japan.

Dawyck: Situated in the Scottish Borders, Dawyck Botanic Garden is famous for its heritage and conservation of trees and shrubs, particularly those from the mountainous regions of Nepal, China, and North America.

Logan: On the south-western tip of Scotland, Logan enjoys a mild climate influenced by the Gulf Stream, allowing it to cultivate a variety of exotic plants from the Southern Hemisphere not usually seen this far north.

As a popular destination for both tourists and locals, the Royal Botanic Garden of Edinburgh attracts over one million visitors annually across its four Gardens.

The Edinburgh Garden offers free admission to the outdoor areas, making it an accessible and enriching experience for all.

The organisation's international profile is bolstered by extensive collaborations with partners worldwide, including the Kunming Institute of Botany in China. These relationships enhance research capabilities and conservation initiatives, making us a pivotal player in addressing global environmental challenges.

The Royal Botanic Garden Edinburgh is a charity, and a Non-Departmental Public Body (NDPB) sponsored and supported through Grant-in-Aid by the Scottish Government's Environment and Forestry Directorate. It is governed by a Board of Trustees appointed by Scottish Ministers. The Botanic Trading Company Limited, established in 1992, is our commercial arm, generating funds through various business ventures to support our mission.

The organisation comprises over 320 staff drawn from a variety of disciplines contributing in many ways to its overall objectives and functions.

The Royal Botanic Garden Edinburgh also has a legal status as an academic institution.

[rbge.org.uk](http://rbge.org.uk)



# OUR PRIORITIES

To deliver our mission 'to explore, conserve and explain the world of plants', our work is guided by three strategic priorities:

- Unlocking knowledge and understanding of plants and fungi for the benefit of society: Our scientific research will focus on understanding the threats to species and biomes and their likely responses to environmental change. We are developing enhanced strategies and actions for conserving biodiversity at home and around the world.
- Conserving and developing botanical collections as a global resource: We curate and enhance the National Botanical Collection of Scotland as a scientific and cultural heritage resource and support the wider development of botanical collections, particularly in countries in the Global South.
- Enriching and empowering individuals and communities through learning and engagement with plants and fungi: Our work builds global capacity to respond to the biodiversity crisis and climate emergency by developing and sharing scientific, conservation and horticultural knowledge through education and engagement with the public.

We are now approaching the final stages of our 2021 – 2026 strategy [Responding to the Biodiversity Crisis and Climate Emergency](#).

# OUR VALUES

We work collaboratively

We value evidence

We cultivate curiosity



# THE ROLE

Leadership and representation: be the ambassador for RBGE on digital matters, lead strategic planning, adopt agile and lean methodologies, and manage complex digital projects.

Customer focussed delivery: build a high performing digital team that places prompt service, proactive engagement, continuous learning, and promotes a “can do” attitude at the heart of the digital offer.

Senior technical advisor: provide guidance on RBGE’s infrastructure, network, cyber security, and business continuity, ensuring adherence to best practices and regulatory guidance.

Digital strategy: refresh RBGE’s digital strategy to underpin RBGE’s mission, focusing on building robust, scalable, and future-ready technology infrastructure, and digital and AI solutions.

Artificial intelligence: play a lead role in leveraging AI to drive business value, innovation, and competitive advantage.

Data-driven culture: foster a culture where data is used to inform decisions and drive business value, including building digital and data skills to influence business outcomes.

Finance and operational planning: seek external funding for digital improvement projects, manage operational and project budgets, and develop effective business cases and delivery plans.

Stakeholder management: advise on technology trends, establish effective partnerships with vendors, promote cross-functional delivery, and mitigate potential issues through effective communication and collaboration.





Infrastructure and network management: oversee the delivery of infrastructure and network services, ensuring increased resilience, and security for RBGE and its associated entities.

Cyber security management: develop and monitor corporate policies to protect information systems, maintain security protocols, and aim for ISO27001 and Cyber Essentials accreditation, or similar.

Business continuity planning: develop and maintain the business continuity programme, ensure disaster recovery plans are up-to-date, and lead training and events for incident preparedness.

Process optimisation: develop a culture of continuous improvement, employing new processes and methodologies to improve efficiency and effectiveness.



# PERSON SPECIFICATION

## Essential:

- Successful leadership of agile transformation projects with high technical, reputational, and/or financial risk to time and budget.
- Improved organisational outcomes through visible and collaborative leadership and building and managing high-performing, customer-focused digital teams.
- Experience with cloud platforms and services.
- Proven experience balancing multiple and often competing priorities.
- Exemplary organisational change and project management skills (e.g., Jira, Trello).
- High level of financial and commercial acumen, coupled with honed contract negotiation and management skills.
- Expertise in managing relationships with technology vendors to guarantee delivery of effective services to stakeholders.
- Excellent verbal, presentational and written communication skills with the ability to translate technical information for non-technical audiences.
- Strong analytical and problem-solving abilities.
- Proactive approach to delivering innovative technology solutions.
- Familiar with emerging digital technologies, artificial intelligence trends, IT infrastructure, and lifecycle management.
- Strong understanding of cybersecurity and UX principles, GDPR and DPA legislation.
- Educated to degree level or equivalent in a technology-related discipline with experience in managing projects/change initiatives within complex environments.

## Desirable:

- Background in education, research, and/or visitor attraction/heritage businesses at a senior management level.
- Knowledge or interest of biodiversity, conservation, or sustainability initiatives is advantageous.
- Project Management accreditation (e.g. PRINCE2 Practitioner).





Vision

A positive future  
for plants, people  
and planet.

Mission

To explore, conserve  
and explain the world  
of plants.







## TERMS OF APPOINTMENT

This role is based at the Royal Botanic Garden in Edinburgh with occasional travel to our three regional gardens.

We offer a generous employment package:

- Annually alongside your salary of £61,282 to £67,501 (pay award pending), RBGE contributes 28.97% of this towards you being a member of the [Civil Service Pension scheme](#).
- 25 days holiday entitlement on appointment, increasing to 30 days after 5 years of service, with the option to buy additional holidays.
- 11.5 days of public and privilege holidays annually.
- A range of staff support mechanisms, including an employee assistance programme, cycle to work and staff discount schemes.
- A range of family-friendly options to support work-life balance, including flexible working arrangements, enhanced contractual maternity, paternity, adoption, and shared parental leave, and career breaks.
- Relocation allowance available if required.
- Discounts in our shop, restaurants, and cafes.







## HOW TO APPLY

To apply, please email [recruitment@rbge.org.uk](mailto:recruitment@rbge.org.uk) with:

- Your CV
- A covering letter outlining the skills, knowledge and experience you would bring to the role
- A digitally completed equal opportunities questionnaire\*: [EOQ form](#)

The closing date for applications is noon on Wednesday, 25 June 2025. Interviews will be held on 7 July 2025.

To arrange an informal discussion about the role, please contact Gillian Williamson at [gwilliamson@rbge.org.uk](mailto:gwilliamson@rbge.org.uk)

\*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.





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