



Collections Assistant

Closing Date: Monday 18 November 2024, midday

Expected Interview Date: Tuesday 3 December

Recruitment Reference:

HES/24/222

Starting Salary:

£27,149 pro rata per annum

Salary Range:

£27,149 - £30,221 pro rata per annum

Pay Band:

B

Directorate:

Cultural Assets

Location:

Longmore House, Edinburgh, with hybrid working and site work

Line Manager:

Collections Services Manager

Contract Type:

Full time, permanent

Working Hours:

35 hours per week

Thank you for your interest in the post of Collections Assistant with Historic Environment Scotland, based at Longmore House, Edinburgh. This is a permanent and pensionable appointment.

The Collections Assistant roles carry out a programme of collections management work across the Historic Environment Scotland (HES) estate, including inventory and audit, preventative conservation, cataloguing and documentation and supporting the management of objects on display and in storage. You will also support the work of the wider team through delivery of key projects.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment, and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.



Overview of the post and information about the team

The Collections Assistant role sits within the Collections and Applied Conservation department which manages HES collections and loans across the estate, as well as associated fabric. Our collections span over 5,000 years of human history and range from small archaeological finds to large industrial machinery. We care for some of Scotland's most culturally significant objects, including the Honours of Scotland, the St Andrews Sarcophagus and there are more than 45,000 objects distributed across more than 140 locations throughout Scotland.

You will work in a team of 4 Collections Assistants to carry out a range of collection management tasks. This will include project work, for example a major collections inventory project that is on track for completion towards the end of 2025. We are also scoping new projects to inventory and enhance the cataloguing, including recording of previously undocumented objects, and progressing archaeological assemblage archiving and reporting. In addition to this, you will assist the wider Collections & Applied Conservation team with a programme of planned collections management work at our properties in care across Scotland, and in our collection stores (mainly in Edinburgh).

You will be based in Edinburgh collections stores and travel to sites across Scotland as required, and will also be able to work both independently from home and from Edinburgh (or regional offices) for desk-based work. For project work, you will be required to travel, and may need to spend significant time driving or on public transport. Some of our sites are in remote areas and may be located in challenging landscapes. Occasional evening and weekend work supporting projects and public-facing events may be required.

You must be able to participate in a range of physical activities including manual handling and working at heights. Reasonable adjustments can be considered to help facilitate this.

Key responsibilities, duties and objectives

Delivery of collections management projects

- Working with colleagues to deliver collections management project work, including carrying out inventory and enhancing the cataloguing and recording of previously undocumented objects, and progressing archaeological assemblages through archiving and reporting.
- Complete a collections inventory project that is on track to finish towards the end of 2025.
- Working with the Collections Services Manager to ensure work is on track, and reporting on progress of project work.
- Fostering positive working relationships with colleagues internally and with external sector colleagues.
- Able to work as part of a team, leading teamwork at times, and able to work independently on projects when required.



Working with collections

- Supporting the work of the wider Collections & Applied Conservation team, by completing collections management and collections information tasks in store and on site.
- Assisting with collections care, environmental monitoring and object couriering.
- Work with site teams to maintain object displays and stores, providing advice and support.
- Working to sector collections management standards and health and safety standards.

Working with collections information

- Working with Vernon CMS, our collections management system, to record accurate, Spectrum-compliant information about collection items.
- Carrying out inventories and audits of collection items, ensuring correct information is recorded and added to our collections management system.
- Improving collections information, including data entry, condition checking, object labelling, repacking.
- Carrying out object photography and managing digital image files.
- Carrying out research into collections to improve documentation and to inform interpretation.

Providing Access to collections

- Support collections-led community engagement and education events at our properties in care.
- Provide access to collections on site and in storage for research and study.
- Support the work of the wider team to answer public enquiries.

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

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:

- An awareness of museum practice and theory, with an understanding of the latest sector best practice, ethics and trends.
- Demonstrable experience in key aspects of collections care and management including collections audits, risk assessments, object handling and movement, storage and packing, collections object photography, preventative conservation (housekeeping, environmental monitoring and pest management).
- Demonstrable experience in collections information management including data entry, working with collections management systems to improve data, promoting and monitoring data accuracy and compliance with standards and procedures, developing and/or managing methodologies for project work.
- Meticulous attention to detail in written work and data entry.
- Able to work effectively in a team or individually. Excellent team and cross-organisational working skills, with experience of working on projects as part of a team.
- Willingness to travel with overnight stays as required.
- Full driving licence. Some of our properties are in remote areas not accessible by public transportation when equipment transport needs are taken into account.

Desirable requirements:

- Ability to communicate effectively through verbal and written communication.
- An understanding of compliance requirements such as health & safety and hazards management.
- Knowledge of industry standards and processes for managing heritage collections, such as Collections Trust's Spectrum collections management standards, the Treasure Trove system.
- Good working knowledge of Scottish history, archaeology and built environment and demonstrable interest in a relevant aspect of Scottish material culture.
- Research and report writing skills

Qualifications & Professional Memberships:

- Desirable: Active participation in relevant professional networks: for example Museums Association, Scottish Museums Federation, Society of Antiquaries



What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

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.

If you are unable to complete an online application form, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

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 Fiona Moorhead, Collections Systems Manager via email: fiona.moorhead@hes.scot

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland