



Collections Services Manager

Closing Date: Monday 18 November, Midday

Expected Interview Date: Thursday 5 December

Recruitment Reference:

HES/24/220

Starting Salary:

£32,110 pro rata per annum

Salary Range:

£32,110 - £37,874 pro rata per annum

Pay Band:

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Directorate:

Cultural Assets

Location:

Longmore House, Edinburgh with hybrid working and site work

Line Manager:

Fiona Moorhead, Collections Systems Manager

Contract Type:

Full time, permanent

Working Hours:

35 hours per week

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

The Collections Services Manager role is responsible for managing a team of Collections Assistants to carry out a programme of collections management work across the Historic Environment Scotland (HES) estate. The programme includes collections projects and day-to-day work like inventory and audit, preventative conservation, cataloguing and documentation and supporting the management of objects on display and in storage. You will also be responsible for managing the HES object stores in Edinburgh and associated workflows.

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 Services Manager 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 and the St Andrews Sarcophagus and there are more than 45,000 objects distributed across more than 140 locations throughout Scotland.

As Collections Services Manager, you will work closely with the Collections Systems Manager and other colleagues on a range of collections management projects, including completing a Collections Inventory Project, setting up projects to manage collections documentation backlogs, and facilitating support for an ongoing programme of collections care work. You will manage a team of 4 Collections Assistants. You will work with the team to develop and deliver procedures, training and a programme of project work. You will also be responsible for managing the central object stores in Edinburgh, working with the wider team to implement housekeeping plans and ensure the spaces are well maintained and collections management procedures are correctly implemented.

You will be able to work both independently from home and at Edinburgh (or regional offices), and will also be based in collections stores in Edinburgh as required. 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 scope and plan collections management project work, including a programme to catalogue previously undocumented objects, and processing archaeological assemblages through Treasure Trove Unit (TTU) processes.



- Coordinate completion of a collections inventory project that is on track to finish towards the end of 2025.
- Working with colleagues to ensure that budgets and expenditure for project work are managed appropriately.
- Ensuring project work is completed to agreed targets, to monitor, assess and measure progress, and ensure that work is completed within time and budget expectations.
- Scheduling multiple streams of project work and ongoing collections management tasks.

Team management

- Line management of 4 Collections Assistants, including managing team rotas, holding regular 1:1 and team meetings, arranging training and development opportunities.
- Providing opportunities for trainees, apprentices and volunteers to work with the team to develop staff and support the wider department.

Working to collections management and health & safety standards

- Ensuring team's work meets sector collections management standards and health and safety standards
- Performing quality assurance processes for the team's work to ensure data recorded in collections management system meets agreed sector standards.
- Providing training to the team to ensure consistency in procedures.
- Contributing to written procedures.
- Preparing and implementing health & safety risk assessments.

Managing Central Stores

- Act as a central point of contact for collections store access and have an overview of maintenance needs.
- Conduct regular audits of equipment and materials and re-order as required.
- Implement housekeeping plans and ensure the spaces are clean and tidy and collections management procedures are correctly implemented.
- Coordinate incoming material requests and quarantine and monitor capacity to manage use of the spaces.

Post Competencies

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

Core Competencies:

- Delivering excellent Services – 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)

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

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:

- Minimum [SCQF Level 9](#) in a relevant subject (e.g. history, art history, archaeology) OR equivalent experience that shows how you meet the requirements namely:
 - Subject knowledge (history, art history, archaeology)
 - Research and report writing skills
- Sound working knowledge of museum ethics, principles and best practice
- Substantial relevant experience in key aspects of collections care and management including collections audits, risk assessments, object handling and movement, stores management, storage and packing, collections object photography.
- Substantial relevant 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.
- Demonstrable experience of setting up work programmes and managing projects, including monitoring budget spend and reporting to a budget holder.
- Demonstrable experience of managing and motivating people, including managing rotas, developing people, promoting wellbeing, promoting health and safety.
- 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.

Desirable requirements:

- Knowledge of processes for reporting and allocating archaeological assemblages through Scotland's Treasure Trove system
- Experience managing or supporting trainees and/or volunteers
- A full driving licence (some of our properties are in remote areas but in this role, provided that there is a willingness to travel to site via public transport when required, having a driving licence is not essential).

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' Services) 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