



Regional Collections Manager

Closing Date: Monday 25 September 2023, midday

Expected Interview Date: Wednesday 4 October 2023

**Recruitment
Reference:**
HES/23/210

Starting Salary:
£36,418 pro rata per
annum

Salary Range:
£36,418 - £41,866
pro rata per annum

Pay Band:
D

Directorate:
Cultural Assets

Location:
Longmore House
Edinburgh, (remote
working by
negotiation)

Line Manager:
Rachael Dickson
National Collections
Manager

Contract Type:
Fixed term until 17
July 2024 with
possibility of
extension

Working Hours:
Part time - 30 hours
per week

Thank you for your interest in the temporary post of Regional Collections Manager (South East) with Historic Environment Scotland based at Longmore House, Salisbury Place, Edinburgh. This is a fixed term appointment until 17 July 2024, with possibility of extension.

You will be responsible for the care and management of the historic and archaeological objects in Historic Environment Scotland's care at sites in South East Scotland. You will additionally help support colleagues in the care of collections across HES' Estate.

We would see this as a great opportunity for the right candidate looking for experience managing varied collections across a portfolio of nationally significant sites.

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 will be overarching strategy to which ensures 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

This role is a key part of the Collections & 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 Orkney Venus and the St Andrews Sarcophagus and there are over 41,000 objects distributed across more than 140 locations throughout Scotland.

You will manage the care and conservation of the collections held by Historic Environment Scotland on behalf of Scottish Ministers at Properties in Care across South East Scotland. This includes the collections associated with and displayed at nationally significant sites such as Melrose Abbey, Jedburgh Abbey and Tantallon Castle. You will be required to deliver the collections care programme and manage the associated budget and resource for South East Region. You will work as part of a team of Regional Collections Managers supporting collections care across the estate. There will be opportunities to both lead on projects out with the South East and support colleagues nationally as required.

You will work closely with colleagues within the Collections and Applied Conservation team to support ongoing departmental programmes such as salvage planning, inventory and loans work. You will work in close collaboration with staff across the organisation on a range of visitor-facing projects and with heritage managers and archaeologists on the care and management of recently excavated archaeological artefacts. You will be expected to foster productive working relationships with colleagues in other institutions as well as internally across HES.

You will be expected to be familiar with the procedures, processes and best practice in Collections Care and to have practical experience in collections database documentation.

You will commission remedial and preventative conservation projects and will have sound project management skills and a good working knowledge of practical collections care (e.g. object handling, packing and storage) and display presentation issues.

You will be expected to have experience of managing staff, contractors and budgets, as well as strong experience of managing collections care work. You will also have an understanding of Health & Safety protocols.

You will be based in Edinburgh and be able to work both independently from home and Longmore House offices as well as frequent site and collections store work. There may be the requirement of overnight travel.

Key responsibilities, duties and objectives

Collections Care:

You will work closely with colleagues within the Collections and Applied Conservation Department to support ongoing departmental programmes such as HES Scheme of Delegation, Care and Conservation Strategy, Salvage planning and training, Hazard awareness, Inventory, Loans, Museum Accreditation and GIS Action Plan. These contribute to the delivery of the Department's 5-year strategic plan and associated delivery plan.

You are crucial to the care & conservation, maintenance, presentation and security of the collections in your region. You are responsible for identifying and managing risk to the collections in your region and for developing solutions to challenges. You will manage and deliver collections care programmes (including risk assessments, housekeeping plans, Integrated Pest Management, condition checking). This will involve project management of multiple projects.

Project planning and budget management:

You will be expected to deliver an agreed annual programme through effective project planning and budgeting and to forward plan projects for your region. You will be responsible for project management and the management of people, resources, and budget. You will be responsible for commissioning contractors and ensuring the appropriate and relevant health & safety measures are in place and sourcing and ordering the required equipment.

Working with colleagues and stakeholders:

You will be a champion for the Department and collections. You will be expected to foster and maintain good working relationships both internally within HES and externally in the wider sector. You will work with colleagues in C&AC to provide guidance, training and collections management advice. You will be required to respond to enquiries from the public and process offers of object donations in accordance with the HES Collections Development Policy.

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)

Management Competencies:

- Achieving results - Focusing on the delivery of objectives
- Leading your team - Leading and developing people

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications as part of the selection process.

Essential requirements:

- Sound working knowledge and understanding of the ethics, principles and best practices of the museum profession
- Substantial relevant experience in key aspects of collections care and conservation including collections audits, risk assessment, condition surveys and display maintenance
- Demonstrable experience of setting up and managing work programmes, as well as project management including commissioning & overseeing contractors
- Experience of working with Collections Management Systems
- Excellent IT skills including email management, word processing (writing high quality reports), good knowledge of Excel and experienced in database documentation.
- Able to participate in a range of physical activities include manual handling, working at height though reasonable adjustments to help facilitate this can be discussed.

Desirable requirements:

- Good working knowledge of Scottish history, archaeology and demonstrable interest in a relevant aspect of Scottish material culture
- Familiarity with the geography of Scotland and the location of key historic and archaeological sites
- Budget and resource management experience
- Experience of managing people or teams

- Experience of working with the Vernon Collections Management System database
- An understanding of and interest in Climate Change and sustainable practices (see [HES Climate Action Plan](#) for details)
- Full driving license (some of our properties are in remote areas but in this role, provided there is a willingness to travel to site via public transport when required, having a driving license is not essential).

Professional Qualifications & Professional Memberships:

- [SCQF Level 9](#) qualification in a relevant subject (e.g. History, Art History, Archaeology, Conservation), or equivalent experience that shows how you meet the requirements is essential
- Active participation in relevant professional networks is desirable



What we offer

We welcome applications from all nationalities, while ensuring 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 could also 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
- access to a free Headspace membership
- discounts at some local authority leisure facilities
- 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/>

We are looking for you to complete a statement of competence looking at the essential and desirable requirements of this role. Guidance on completing a statement of competence can be found in the 'Recruitment Guidance' 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 Rachael Dickson, National Collections Manager, via email at rachael.dickson@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.

Thank you.

Human Resources
Historic Environment Scotland