



HES Archives: Archive Officer (Move Ready Project)

Closing Date: Friday 7th April 2023, midnight

Expected Interview Date: Wednesday 3rd May 2023

Recruitment Reference:

HES/23/049

Starting Salary:

£23,571 per annum

Salary Range:

£23,571 - £26,442 per annum

Pay Band:

B

Directorate:

Cultural Assets

Location:

John Sinclair House,
Edinburgh

Line Manager:

Conservation
Manager

Contract Type:

Fixed term until
March 2025

Working Hours:

Full time (37 hours
per week)

Thank you for your interest in the post of Archive Officer for the Move Ready with Historic Environment Scotland, based at John Sinclair House in Edinburgh. This is a fixed term and pensionable appointment until 31st March 2025.

HES is developing a new facility for the specialist storage of its Archive. You will join an enthusiastic team of staff preparing the archive collections for the move to new premises in 2024-25.

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

As the successful candidate you will be based within the Archives Department working within Heritage Directorate. Our expert team manages one of Scotland's national collections with physical archives dating from the 17th century to the present day, and digital archives created since the latter part of the 20th century, as well as an extensive library. The collection focusses on Scotland's architecture, archaeology and the built and marine environments, and is formed by the work of HES (and predecessors) and many individuals and groups in Scotland and the UK who actively create these records.

We are an Accredited Archives Service and work to ensure that our collections are cared for and accessible to the public, both physically and digitally. We are also responsible for the delivery of a number of online services, such as Canmore, Scran and Britain from Above, and operate a Search Room for public research in John Sinclair House.

We have a number of teams within the Department: Archives, Digital Repository, Conservation, Acquisitions and Loans, Library, and Archive and Online Engagement. All work closely together to provide a seamless archive service for HES.

The Move Ready Project will work within a project timetable to ensure all HES archives are adequately packaged, identifiable and trackable, and that all material is documented.

Key responsibilities, duties and objectives

- Rebox and rehouse archive material to ensure it is appropriately packaged
- List and document the content of boxes
- Catalogue archive material to appropriate and agreed standards
- Undertake research into HES archive material to inform cataloguing, enhancements to catalogue records, the preparation of collection summaries, provenance and rights clarification
- Barcoding of boxes and recording of locations
- Assist with conservation tasks as required
- Contribute to the promotion of the HES archive and Move Ready Project through blogs, talks, newsletters and online resources
- Other duties as delegated by the Head or Deputy Head of Archives

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:

- A demonstrable commitment to archive work as a career
- A high standard of computer literacy and IT skills including using Microsoft Office – Word, Excel and PowerPoint
- Ability to manual handle and lift archive boxes in accordance with relevant risk assessments
- Excellent attention to detail and proven ability to maintain a high level of accuracy and motivation when performing routine and repetitive tasks
- A flexible approach and willingness to learn new skills, practices, procedures and to build a knowledge of the HES archives
- The ability to be a good team worker and to work with minimal supervision
- Ability to organise your own time and meet deadlines
- Good written and verbal communication skills

Desirable requirements:

- Demonstrable knowledge and enthusiasm for Scottish archaeology, architecture and/or history
- Experience of working in an archive setting
- Knowledge of archival standards and procedures

Qualifications & Professional Memberships:

- A minimum of 3 SCQF Level 6 (or equivalent), including English and Maths or demonstrable relevant experience - Essential
- A SCQF Level 10 in a relevant subject – archaeology, history, architectural history – or equivalent relevant experience - Desirable



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 Andrew Nicoll, Deputy Head of Archives andrew.nicoll@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