



HISTORIC  
ENVIRONMENT  
SCOTLAND

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# Collections Manager (Edinburgh)

**Closing Date: Sunday 18<sup>th</sup> June - midnight**

**Expected Interview Date: July 13<sup>th</sup> 2023**

**Recruitment  
Reference:**  
HES/23/115

**Starting Salary:**  
£28,541

**Salary Range:**  
£28,541 - £34,702

**Pay Band:**  
C

**Directorate:**  
Cultural Assets

**Location:**  
Longmore House/  
Trinity House/WAH

**Line Manager:**  
Rachael Dickson,  
Regional Collections  
Manager

**Contract Type:**  
Two-Year Fixed  
Term Appointment

**Working Hours:**  
Full time

Thank you for your interest in the post of Collections Manager with Historic Environment Scotland based in Edinburgh. This is a full time, two year fixed-term post with potential for extension.

You will be responsible for the day-to-day care and management of collections within the Edinburgh Region. Working with a range of stakeholders and specialist contractors at historic properties including Bute House, Trinity House and Edinburgh Castle, you will plan, co-ordinate and facilitate works and help to provide access to the collections.

## 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 are 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 and their associated collections. We have a People Strategy, which is an overarching policy 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 Department

This role is a key part of the Collections & Applied Conservation Department (C&AC) 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 42,000 objects distributed across more than 140 locations throughout Scotland. We ensure our collections are documented, cared for, and made accessible to the public, both physically and digitally. Our specialist conservators actively care for and conserve our collections and decorative structures across the HES estate.

C&AC works in close collaboration with teams across HES on a range of projects including research, documentation and visitor-facing projects and on the care and management of recently excavated archaeological artefacts. Delivery of these projects is reliant on commissioning the services of external specialist and freelance consultants.

As Collections Manager you will manage the day-to-day care and conservation of specific collections and oversee the successful delivery of key projects and programmes of work at Bute House, Trinity House and Edinburgh Castle. Working closely with colleagues including the Regional Collections Manager (Edinburgh), the National Collections Manager and Collections Registrar, you will work dynamically to respond to project priorities and advance programmes of conservation, display maintenance, exhibitions, loans, research and public access. You will have oversight of the day-to-day management of Trinity House and will commission contractors and oversee technicians as required. You may be required to assist C&AC colleagues with projects across the estate and with core work at collections stores.

You will be expected to be familiar with the procedures, processes and best practice in collections care and loans management and have a good working knowledge of collections documentation practice.

You will be expected to have demonstrable project management and stakeholder management skills, experience of practical collections care (e.g., object handling, packing and storage) and display presentation methods and issues.

You will assist with the identification of conservation needs and put into effect agreed remedial and preventative conservation projects. You should have practical experience in the use of collections management database systems, undertaking collections audits and collections documentation processes.

You will work at least one fixed day a week from Trinity House, Edinburgh, and should be able to work both independently from home and Longmore House offices as well as frequent site and collections store work. Occasional evening and weekend work supporting projects and public-facing events will also be required.

## Key responsibilities, duties and objectives

### ***Collections Care :***

You will work closely with colleagues to ensure the delivery of aspects of programmes including the GIS Action Plan, Loans HES Scheme of Delegation, Museum Accreditation, Care and Conservation Strategy, Hazard Awareness and Salvage Planning and Training. These contribute to the delivery of C&AC's 5-year strategic plan and associated delivery plan.



Working closely with Regional and site-based colleagues, you will implement policies, procedures and plans to mitigate any risks to the collection. You will work towards and maintain the highest possible standards of best practice when implementing and delivering programmes of housekeeping, collections audits, risk assessments, condition surveys and conservation, environmental monitoring, Integrated Pest Management and display maintenance.

***Working with colleagues and stakeholders :***

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 and across the Edinburgh Region as well as the Scottish Government to provide guidance, training and collections management advice as regards the care and maintenance of collections.

***Research, Public Access & Engagement:***

You will be responsible for managing an annual Access programme at Trinity House including research, tours and events. You will be required to be visitor facing where required and deliver tours on occasion. You will collaborate with colleagues to provide online web and social media content to promote the collection and engage audiences. 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.

You will work with colleagues in C&AC, the HES Learning and Inclusion team and contractors to plan, facilitate and deliver outreach activities and educational visits, and to promote the collections for life-long learning. There will be occasional evening and weekend working expected in this role.

***Health & Safety:***

You will be a key holder for Trinity House and will be responsible for H&S compliance for the House. You will assess risk for collections projects and activities and implement mitigations where required.

***Project planning and budget management:***

Working with colleagues and external partners, you will manage the delivery of agreed collections projects. You will have delegated responsibility for related budget and will be required to manage this within HES procedures.

***Loans management:***

You will work closely with the Collections Registrar and Documentation Team to ensure that loans are managed in accordance with current loan agreements and industry standards. You will be familiar with the specific conditions that apply to object loans and with the standards required under the Government Indemnity Scheme (GIS).

You will carry out regular loan audits and condition checks as part of agreed programmes of work and log all object movements using the HES Vernon CMS database.

***Line Management:***

This post will have line management responsibility for one member of staff; line management experience is desirable.

## **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 museum ethics, principles and best practice
- Substantial relevant experience in key aspects of collections care and management including housekeeping, collections audits, risk assessment, condition surveys and display maintenance
- Experience of collections management database documentation systems
- Demonstrable experience of setting up work programmes & managing projects
- Excellent IT skills including email management, word processing (writing high quality reports) and experienced in database documentation
- Excellent written and verbal communications skills.
- Able to manage own time effectively and work well as part of a team
- Ability to work well under pressure and prioritise own workload accordingly
- Able to participate in a range of physical activities include manual handling and working at height. Reasonable adjustments to help facilitate this will be considered.
- Experience of managing or supporting trainees and/or volunteers

**Desirable requirements:**

- Experience of having worked with the Government Indemnity Scheme and its practical application.
- Experience of managing inward and outward loans
- Experience of object research
- Experience of managing and delivering public engagement & access programmes
- Experience of commissioning & overseeing contractor works
- Experience of working with external organisations and managing stakeholder relationships
- A working knowledge of emergency/salvage planning
- Budget and resource management experience including procurement
- Line management experience
- An understanding of and interest in Climate Change and sustainable practices (see HES Climate Action Plan for details)



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- 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.



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## 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](mailto: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 Rona Walker, National Collections Manager, via email at [rona.walker@hes.scot](mailto:rona.walker@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