



# Collections Officer (Trinity House)

**Closing Date: Midday Monday 6 November 2023**

**Expected Interview Date: 29 November 2023**

## Recruitment Reference:

HES/23/241

## Starting Salary:

£23,971

## Salary Range:

£23,971 - £26,842

## Pay Band:

Band B

## Directorate:

Cultural Assets

## Location:

Trinity House/ St Annes Store/  
Longmore House.

## Line Manager:

Collections Manager for  
Edinburgh Region

## Contract Type:

Permanent

## Working Hours:

37 Hours

Thank you for your interest in the post of Collections Officer (Trinity House) with Historic Environment Scotland. This post is based in Edinburgh working at various locations in the city including Trinity House.

This role sits within the Collections & Applied Conservation Department. C&AC manages HES collections and loans across the estate, as well as associated fabric. Your role will be to manage daily operations at Trinity House to ensure a high standard of collections care and visitor service

## 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.



## Job & Team Overview

This role sits within the Collections & Applied Conservation Department. C&AC 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.

You will manage daily operations at Trinity House ensuring a high standard of collections care and visitor focused operations. Trinity House has been a focus for the seafaring community of Leith, Edinburgh, since 1380 when it was established as a charitable foundation to assist destitute sailors and their families and has played a key role in the development of the port of Leith. The present neo-classical building was completed in 1817 and houses a unique collection of over 1,900 eclectic artefacts gathered over centuries from many sources. These collections include a fine portrait collection including works by Sir Henry Raeburn, ship models, nautical artefacts and memorabilia and navigational instruments. Social history collections reflect Trinity House's role in the development of Leith and include objects such as the Leith Chain of Office, royal photographs and signatures, and the Bell from North Leith Parish Church.

## Key responsibilities, duties and objectives

You are key to the running of Trinity House ensuring that the House and collection are cared for and presented for the public. This is in line with HES' Corporate plan and the strategic plans of the Department.

You will be expected to foster and maintain good working relationships both internally within HES and externally. Stakeholders for the House externally include the Captains, key individuals in the local community and contractors, particularly those focused on learning and outreach. As the House is embedded in the local community, these relationships are crucial.

You will be able to work independently at Trinity House, from home, from Longmore (or regional) offices. The postholder will also work one day a week in our central Edinburgh based Collections stores. At Trinity House you will often be lone working and as such must adhere to lone working procedures and practices being mindful of both your personal security and wellbeing as well as the security of the house and collections.

You will be required to handle both collections objects and equipment, within safe manual handling parameters.

You will participate in a range of physical activities regularly including manual handling and working at height, though reasonable adjustments to help facilitate this can be considered.



You will look for sustainable procurement options when possible and will help to embed good sustainable practices as part of our Climate Change Adaptation Plan.

You will work with the Learning and Inclusion Team to support a programme of education and community outreach activities.

This post currently has no line management responsibilities, but you may be required to supervise trainees and/or volunteers.

## **Main Responsibilities**

### ***Management of the House:***

- Ensure the security of building and collections and undertake required compliance checks
- Oversee Health & Safety and Fire Safety processes and procedures to ensure compliance
- Ensure that the building and grounds are well maintained liaising with colleagues and working with contractors as required
- Carry out both routine and periodical deep cleaning of the House
- Assist with the development, training and implementation of emergency procedures and salvage planning
- Assist with the environmental monitoring programme including pest management
- Oversee the work of contractors at the House
- Respond to both internal and external enquiries and liaise with stakeholders
- Ordering of equipment and supplies

### ***Management of Visitor Services:***

- Lead and coordinate public tours of Trinity House
- Ensure all house related administration is carried out and up to date, such as maintaining calendars, checking emails, managing visitor bookings and responding to enquiries
- Gather knowledge relating to the collections and house
- Facilitate events, talks and tours at the House
- Track and report visitor numbers and bank monies in line with HES procedures

### ***Management of Collections:***

- Assist the Collections Manager to undertake collections care, documentation, and research
- Contribute to ongoing departmental programmes of work where required
- Lead on the conservation cleaning of the collections in line with best practice
- Provide object movement control, assist with annual collections audits and undertake regular visual conditions checks of the collections.
- Update the Collections database where required



- Assist with the care of collections at the Edinburgh Collections stores, auditing of store equipment and other stores-based tasks as required
- Assist the Collections Manager with temporary display programmes
- Undertake occasional couriering duties

## 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 as part of the selection process.

### **Essential requirements:**

- Previous visitor services experience
- Experience leading public tours and excellent presentation and people skills
- Experience of working with historic collections
- Knowledge of collections care procedures
- Good IT skills including email management, word processing and a working knowledge of Excel.
- Ability to establish and maintain good working relationships with a range of stakeholders.
- Ability to work well as part of a team.
- Experience of identifying risks and/or issues in a cultural heritage environment.
- Ability to work collaboratively to solve problems using a constructive approach.
- Self-motivated, and able to work well independently.
- Ability to participate in a range of physical activities including manual handling and working at height, though reasonable adjustments to help facilitate this will be considered where required.
- An existing first aid qualification, or willingness to be trained in first aid skills

### **Desirable requirements:**

- An awareness of museum practice and theory, with an understanding of the latest sector best practice, ethics and trends – this could be evidenced through practical experience or formal education.



- Good working knowledge of Scottish and Maritime history, archaeology, and demonstrable interest in a relevant aspect of Scottish material culture
- Experience of working with Collections Management Systems database
- Relevant experience in key aspects of collections care and conservation including collections audits, risk assessment, condition surveys and display maintenance
- Experience of managing or supporting trainees and/or volunteers
- An understanding of and interest in Climate Change and sustainable practices (see HES Climate Action Plan for details)
- Active participation in relevant professional networks
- Experience of supporting learning and/or outreach events.

### ***Professional Qualifications***

- A minimum of a SCQF Level 7 qualification in a relevant subject (e.g., History, Art History, Archaeology, Conservation), or equivalent experience that shows how you meet the requirements.



## What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and 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, equivalent of 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](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 Rachel Dickson, National Collections Manager at [rachael.dickson@hes.scot](mailto: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.

Human Resources  
Historic Environment Scotland