



AHRC Heritage Science and Unicorn Tapestry Project - Archivist

Closing Date: Wednesday 5th February 2025 midday

Expected Interview Date: 25th & 26th February 2025

Recruitment Reference:

HES/25/013

Starting Salary:

£32,255 pro rata per annum

Salary Range:

£32,255 - £38,245 pro rata per annum

Pay Band:

Band C

Directorate:

Cultural Assets

Location:

John Sinclair House,
Edinburgh

Line Manager:

Dr Iain Fraser, Archive
Manager

Contract Type:

Fixed Term (18 Months)

Working Hours:

35 hours per week

Thank you for your interest in the post of Archivist based at John Sinclair House, Edinburgh. This is a fixed term opportunity for 18 months.

You will be joining a small team of staff focussed on the professional development and cataloguing of the HES archive. In this role you will develop considerable knowledge and expertise of the HES archive.

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

This post is based within the Archives Department and is part of the 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.

This post is part of the Archives team responsible for the development, cataloguing and promotion of the physical archives.

Key responsibilities, duties and objectives

The post is required for 18 months to support the delivery of two funded projects:

- AHRC RiCHES Programme funded partnership project with the Archaeology Data service (ADS). As a partner with ADS, HES is undertaking a discovery project to audit and analyse both analogue and digital archives relating to heritage science held across HES. By gaining a better understanding of the heritage science data we hold, this will inform how we go forward in making sure it is preserved and made accessible through Canmore or Trove.scot, how it fits within a wider context of data held across the UK and how we can widen access to researchers through the HSDS. The postholder will complete this work in 12 months.
- Stirling Castle Unicorn Tapestry Archive funded by the Historic Scotland Foundation. The Stirling Palace Unicorn Tapestry Project was completed in 2014. Some 10,000 records - correspondence, paperwork, research,

photographs and a few objects - require formal archiving to provide the official record of this significant project. Once completed the archive will be available to researchers, accessible through Canmore initially and later Trove.scot where it can be consulted along with any other archive or PIC collection records held by HES. The postholder will complete this work in 6 months.

- Currently both the Tapestry and Heritage Science information is 'invisible' to researchers and this project presents a great opportunity to deliver access (Tapestry) or to plan for its future public access (Heritage Science data).
- Monitoring workflows and reporting on progress.
- Research and development of specialist collections knowledge and contributing to publications, special initiatives, lectures and exhibitions.
- Liaison with relevant external groups and organisations and representing HES at meetings as appropriate.
- 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 – demonstrating good organisation and planning 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 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 as part of the selection process.

Essential requirements:

- Knowledge and understanding of the principles of professional archive practices
- Demonstrable experience of working in an archive setting
- Experience in delivering quality customer service in a friendly and professional manner
- Excellent written and verbal communication skills, particularly in dealing with the public
- Enthusiasm to communicate the work of Historic Environment Scotland
- Drive, initiative and a methodical working approach with an attention to detail
- The ability to be a good team worker and to work with minimal supervision
- Good IT skills including using Microsoft Office - Word, Excel and Powerpoint

Desirable requirements:

- Willing to work flexibly to meet the reasonable demands of the job
- Good knowledge of Historic Environment Scotland archives
- Commitment to continuing professional development in line with wider sector best practice
- Open to learning new skills, practices, procedures and building a knowledge of the HES archives
- A full driving license (staff sometimes have to travel to remote or rural areas of Scotland, e.g. staff must liaise with depositors of archives to uplift material, which is not always possible by public transport).

Qualifications & Professional Memberships:

- A degree in a relevant discipline (e.g. history, archaeology, architectural history etc.), and a post-graduate qualification in archives and records management, or equivalent experience that shows how you meet the requirements (essential)
- Membership of the Archives and Records Association, UK and Ireland or similar (desirable)

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, 25 days paid holidays (rising to 30 days after 5 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
- 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/> (EXTERNAL) / <https://applications.historicenvironment.scot/intranet/> (INTERNAL).

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 Iain Fraser, Archive Manager, via email at iain.fraser@hes.scot

Applications are especially welcome from those who have Gaelic language skills.

Thank you.

Human Resources
Historic Environment Scotland