



# JOB DESCRIPTION

## *Supporting a thriving parliamentary democracy*

Job title:	<b>Documentation Manager (Heritage and Collections)</b>
Campaign Type:	<b>Concurrent</b>
Pay band:	<b>B2</b>
Pay range:	<b>£30,452 - £36,532</b>
Team:	<b>Strategic Estates</b>
Section:	<b>Restoration and Renewal Programme</b>
Reports to:	<b>Design Manager (Heritage and Collections)</b>
Number of posts:	<b>1</b>
Hours:	<b>Full time - 36 hours</b>
Contract type/ duration:	<b>Fixed Term for 18 months, with the possibility of an extension or permanency</b>
Issue date:	<b>2 October 2018</b>
Closing date:	<b>21st October 2018 23:55</b>

### **Background and context for the role**

Maintaining a thriving parliamentary democracy requires the contribution of a dedicated, politically impartial and diverse workforce who takes pride in supporting the democratic process (circa 2,500 in the House of Commons alone).

Given the poor condition of the fabric and systems of the Palace, the Commissions of the House of Commons and House of Lords resolved in early 2018 that a major programme of restoration and renewal work must be carried out to protect and preserve the legacy of the Palace, ensuring it can continue to serve as home to the UK Parliament in the 21st century and beyond.

Work has begun to establish a new, two-tier governance model for the programme, similar to that which has been proven to work well on major projects such as the London 2012 Olympics and Crossrail. Within the Restoration and Renewal Programme, there is a Transition team which is examining the potential routes and options for delivering the programme and taking forward the work to establish a Sponsor Body and Delivery Authority.

The Sponsor Body will be a stand-alone organisation overseeing the work of the Delivery Authority. It will act as the single client accountable to Parliament, own the budget, business case and scope of the programme. The Delivery Authority will be accountable for delivering the Sponsor Body’s requirements to budget and timescale, and have the management capacity and expertise required for a programme of this scale and complexity.

## **Job purpose**

In preparation for this work, the Restoration and Renewal Programme is looking to appoint a Documentation Manager to work with the Parliament's Heritage Collections team. The post holder will work closely with the Curator's Office, and manage a team of Documentation Assistants, to audit, update and cleanse collections documentation and the collections database in preparation for potential object movements.

The post-holder will play a key role in supporting Parliament's Heritage Collections teams, in their preparation and planning for the Restoration and Renewal Programme.

## **Key accountabilities**

The post holder will be accountable for:

- Planning and overseeing a programme of work to audit, update and cleanse collections information, and
- Facilitating and supporting the collaboration and innovation across Parliament's heritage collections.

## **Key responsibilities**

- Planning and overseeing a programme of work to audit, update and cleanse collections information which includes:
  - Managing a team of documentation assistants to oversee a rapid inventory to identify, update and resolve any existing documentation issues
  - Checking data against records in hard copy and working with collections teams on research to resolve cataloguing anomalies
  - Ensuring that catalogue records are enhanced in the collections database to meet data standards as identified by Spectrum, Parliament's Curator's Office and its Parliamentary Art Collection and Historic Collections teams, quality controlling the output of the team of documentation assistants
  - Investigating potential engagement opportunities presented by a programme of data cleansing and enhancement
  - Provide training and support in the use of the collections database for staff as necessary
  - Planning and scheduling work for the team, keeping in mind targets and deadlines
  - Ensuring that collection items are handled appropriately – and supervise and guide object handling by your team and contractors, where necessary
  - Liaising with relevant stakeholders to facilitate access to areas throughout the Parliamentary Estate
  - Regularly reporting on progress to the Restoration and Renewal Programme, the Curator's Office, and its Parliamentary Art Collection and Historic Collections teams
  - Attending regular meetings with documentation staff, highlighting any opportunities or challenges encountered as work progresses

- Facilitating and supporting collaboration and innovation across Parliament's heritage collections by:
  - Setting long-term strategic goals and short-term project requirements
  - Becoming familiar with, adhering to and helping to inform the information management policies and procedures of the Restoration and Renewal Programme team
  - Adhering to the policies and procedures of Parliament's Heritage Collections teams

Over time, the role may develop in line with business need, and the post holder will be expected to carry out other reasonable duties as required.

### **Key stakeholder relationships**

- When undertaking auditing and inventory work the post holder, and their team, will work extremely closely with, and receive guidance from, the Curator's Office and its Parliamentary Art Collection and Historic Collections teams
- The post holder will also develop close relationships with all of Parliament's Heritage Collections teams, helping to facilitate and support collaboration and innovation across these teams
- In addition, many of the items cared for by collections teams are in use and the post holder will be expected to liaise with a diverse range of stakeholders across the Parliamentary Estate and with external contractors, as required
- The post holder will also support and enhance existing and emerging relationships with documentation professionals in external institutions.

### **Management responsibility**

- Manage a team of Documentation Assistants (x 4)

### **Qualifications**

Essential: There is no essential qualification for this role.

Desirable: It would be desirable for the post holder to have a degree in a related subject, a Museum Studies qualification or a Master's degree in a related subject.

<b>SKILLS AND EXPERIENCE</b>	<b>APPLICATION FORM</b>	<b>TEST / EXERCISE</b>	<b>INTERVIEW</b>
<b>CRITERION 1</b> Experience of people and project management – building and maintaining collaborative relationships with stakeholders to achieve a shared goal, within a programme or project context	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERION 2</b> Excellent understanding of museum documentation policies and standards (Spectrum) and demonstrable experience of using and improving collections management systems/ databases - and be passionate about improving data quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERION 3</b> Interest in, and awareness of, the potential of new technologies to enhance collections records – improving the quality and accessibility of data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERION 4</b> Good interpersonal and customer service skills, with the ability to deal tactfully and confidently with people at all levels, including external bodies, always upholding the principles of equality, diversity and inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERION 5</b> Experience working on a data cleansing project with museum's collections data and/or of large-scale object movements and the associated documentation required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERION 6</b> Good oral and written communication skills. Evidence of communicating collections information to a diverse and non-specialist audience, as well as undertaking formal reporting on project progress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERION 7</b> Extensive experience of object handling – and a proven ability to supervise and guide handling by others including external contractors, where required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERION 8</b> Ability to problem solve and to support your team with any day to day issues they encounter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## **Additional information:**

### **Location**

This post will be located on the Parliamentary Estate, Westminster, London.

### **Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

### **Hours**

Net conditioned full-time working hours for staff of the House are usually 36 per week, excluding meal breaks. This determines the basis on which we will calculate any pro rata entitlements (e.g. annual leave). The exact daily times of attendance will be agreed with line management.

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview, please inform the panel of the days/hours you are available to work.

### **Application and selection process**

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

**For further information**, candidates should refer to these websites - House of Commons careers at [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) and the UK Parliament at [www.parliament.uk](http://www.parliament.uk).

You can contact the Recruitment team at [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or by telephone on 020 7219 6011.