

Supporting a thriving Parliamentary democracy

Job Title:	Heritage Collections Information Assistant
Salary:	£27,500 Per Annum (C Band)
Team:	Heritage Collections (Strategic Estates)
Contract Type/Duration:	Permanent

Team Information

The Strategic Estates (SE) team aims to deliver a comfortable, safe, and efficient environment for Members, their staff, and staff of the House to work in; as well as provide a welcoming and functional environment for all visitors to the House of Commons. The department is also responsible for looking after and managing buildings, capital projects and significant assets on the Parliamentary Estate, which itself forms part of a UNESCO World Heritage site.

The Heritage Collections Information Assistant role sits in the Heritage Collections Team (HCT) within Strategic Estates, reporting to the Heritage Collections Information Manager. The HCT are responsible for the professional management of three collections of national and international importance: the Parliamentary Art Collection, the Historic Furniture and Decorative Arts Collection, and the Architectural Fabric Collection. This Team provides a bicameral service to the House of Commons and the House of Lords and is responsible for all aspects of strategy, display, collections management, care and conservation, technical and procedural standards, documentation, loans and interpretation.

The Parliamentary Art Collection includes 10,000 artworks, the majority of which are on display across the Parliamentary Estate, and consists of paintings, sculptures, works on paper, and other media ranging from ceramics to textiles, medals, and political collectibles. The Historic Furniture and Decorative Arts Collection includes 11,000 objects including historic furniture, clocks, silver, and ceramics. It is a working collection with many objects in daily use across the Parliamentary Estate fulfilling the role for which they were designed and made. The Architectural Fabric Collection includes over 5,000 items that were commissioned for the Palace of Westminster but have been detached from the built fabric and historic interiors.

The team is in an exciting and challenging period of change as preparations are made for the decant of large areas of the Parliamentary Estate for the Restoration and Renewal (R&R) Programme (<http://restorationandrenewal.parliament.uk>), as well as other associated projects being undertaken across the Parliamentary Estate.

Job Information

This is an exciting and important period for Parliament's heritage collections as preparations are made for the decant of large areas of the Parliamentary Estate for the Restoration and Renewal (R&R) project <https://restorationandrenewal.parliament.uk>

The Heritage Collections team wants to improve, increase and streamline its collection data. This will greatly benefit the planning and preparation required to decant and move the collections and provide good-quality content for the recently launched Heritage Collections website. This position will play an essential role in ensuring that the collections are recorded to a high standard in accordance with SPECTRUM and, where necessary, that other material is digitised. The Collections Information Assistant will be heavily involved in the task of carrying out data cleansing projects with a view to improving information standardization throughout the collections. This post is also a key public-facing role as it leads on responding to Member, staff, and public queries via the Heritage Collections Inbox.

Responsibilities

- Assist in the implementation of the ongoing documentation work, data cleansing, and documentation backlog to improve the accuracy and uniformity of data on the Collections Management System.
- Co-manage the Heritage Collections' Inbox, triage emails, and forward them to the relevant member of the team or reply as appropriate.
- Management of images including the supplying of image licenses for the collections to both internal and external requesters, researching and updating copyright information for the collections.
- Partake in carrying out collections-wide auditing and spot checks as needed
- Other duties as directed by the Line Manager.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

[Click here](#) for further information.

Hours

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed hours.

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

Hybrid Working

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. Since 2020 our workforce is involved in developing new, business resilient capabilities for hybrid working. We support colleagues to deliver excellent services on the Parliamentary Estate and remotely, while the balance of location varies according to the requirements of each job role.

If you are selected for an interview, please discuss the working arrangements for this role with the interview panel.

Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability and/or experience a difficulty or disadvantage in your workplace.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

Skills and Experience

Criterion 1 - Experience

Good experience working with collections documentation in a museum, public art gallery, or historic building context.

Criterion 2 - Knowledge and Skills

Strong understanding of museum/gallery documentation policies and standards (Spectrum) underpinning collections management across a wide range of heritage object types.

Criterion 3 - Skills and Experience

Experience of using museum databases and collections management software.

Criterion 4 – Teamwork

Ability to work collaboratively and independently in a variety of environments. And to uphold the values of equality, diversity, and inclusion at all times.

Criterion 5 - Communication and Interpersonal Skills

Good communication skills with the ability to communicate both orally and in writing with a wide range of internal and external stakeholders.

Criterion 6 – Rights Management

An understanding of the general principles of rights management.
