



Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

Job Description

Job title	Reference number
Senior Archivist (Digital Preservation)	1857
Office	Grade
Parliamentary Archives	HL7
Starting Salary	
£37,500	
Term	
This post is permanent.	

Scope of the job

Background

Based in the Preservation & Access Team, this exciting role manages the Parliamentary Archives' digital preservation activities, providing both professional and technical oversight, ensuring the use of best practice in terms of digital archives.

The role would suit someone with strong digital skills and strong interpersonal skills, who would enjoy working closely with Digital Service and Archives colleagues to ensure the continued preservation and accessibility of Parliament's digital records. We're looking for someone with a solid understanding of Archives, Records Management and Digital Preservation principles and experience in the sector.

The Preservation & Access team is made up of 14 staff, including archivists, digitisation and collections care professionals and two trainees. The Parliamentary Archives is based in the House of Lords but is a shared service jointly funded by both Houses of Parliament. It holds over 8km of physical records dating back to 1497 and its digital repository is growing rapidly.

This is a particularly exciting time to join Parliament. The successful candidate will have the opportunity to participate and contribute at a time of change, as the Restoration & Renewal and Archives Relocation Programmes are affecting and changing the Archives' work and priorities and our new Information and Data Strategy demonstrates a commitment that all information will be valued, managed, protected, and used, whether it be paper and parchment or the latest digital formats. Over the next year, we will be re-tendering for a Web Archiving contract, working with the Digital Service to review the digital repository, its support and maintenance, looking at embedding robust ingest

processes and taking a holistic view of ingest, intake and cataloguing processes, regardless of record format.

Main objective

The postholder will lead on managing and developing the Archives' digital preservation function and the digital repository (currently Preservica Enterprise edition). They will also manage Web Archiving, including acting as contract manager for our current contract.

Working closely with the Parliamentary Digital Service and the suppliers, they will ensure the digital repository is maintained and supported to ensure the continued storage of Parliament's digital archives. They will also work closely with the other Senior Archivist to ensure accessibility and manage dependencies with the Archives' Collections Management system (CALM) and online catalogue and services (provided by Orangeleaf).

Key internal and external relationships

- Parliamentary Archives' teams, in particular the Information and Records Management Service
- Staff of both Houses, including some senior managers
- The Parliamentary Digital Service (PDS)
- Information Compliance team in House of Lords and Information Rights and Information Security (IRIS) team in House of Commons
- External suppliers
- Other Archives, Museums, Libraries
- Other external institutions, for example the Digital Preservation Coalition

Main responsibilities

Line management and budgetary responsibilities

This post line manages a Digital Archivist and acts as countersigning manager for a Digital trainee.

There are no formal budget responsibilities, but the postholder will be expected to contribute to budget discussions during the annual planning round and make sure areas of spending for their team, on training, consultancy and the Web Archiving contract are planned for.

Other responsibilities of the post

Key activities will include:

- Acting as intelligent client/senior user/business expert for digital projects, which affect the Digital Repository and Web Archiving Service, working with the Parliamentary Digital Service, external suppliers and user groups
- Day to day operational management and development of the Digital Repository working with the Parliamentary Digital Service, external suppliers and user groups
- Contract management of the Web Archiving service, overseeing regular crawls, liaising with suppliers
- Serving as an expert in the software, standards, and architectures required for the principles and practice of digital preservation
- Undertaking preservation planning, technology watch, risk assessments, testing and certification of new tools and implementing preservation actions.
- Providing advice to the Digital Service and other offices in both Houses on digital preservation issues, including the digital preservation implications of

system design, programmes, projects, strategy implementation and business-as-usual activities.

- Working with Information and Records Management and other Archivists to ensure continuing transfer of records (especially, but not exclusively digital records) to the Archives, looking at changes of processes and IT systems – identifying gaps, reviewing processes and rules and suggesting and implementing solutions
- Undertaking a share of ingest work, including the cataloguing of digital records, working with the other Archivists on the selection, acquisition and processing of paper and digital records
- Representing the Archives as required in discussions and knowledge sharing within the national and international library and archive communities in the areas of digital preservation, web archiving and making new contacts as necessary
- Training and supporting Archives staff in Digital Preservation and the use of the repository
- Any other duties that may reasonably be required.

Person specification

The qualifications required for the post are:

Degree level qualification, or equivalent experience working in Archives and/or Records Management or Information Management

The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test.

Essential

- Practical experience of digital preservation and digital collections management
- Understanding of digital preservation principles and techniques, including up-to-date knowledge of relevant tools, methodologies and standards
- Knowledge of archival standards and experience of cataloguing
- Excellent written and oral communication and presentation skills, including the ability to explain complex technical topics simply and compellingly to non-specialist audiences
- Excellent influencing, persuasion and negotiating skills with the ability to form and foster strong relationships with people from a wide variety of backgrounds, based on credibility, trust and mutual respect
- Experience of working closely with Digital teams and participating in projects in a supplier, technical or user role
- Ability to gather, analyse and specify business requirements for complex systems and/or services
- A practical approach to problem solving
- Ability to work under pressure to achieve targets, and to manage competing requirements of multiple stakeholders
- Experience of inclusively managing, motivating and developing staff

Desirable

- Contract management experience

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade HL7 (£37,500 starting salary per annum). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £45,583. Salary is paid monthly by bank transfer.

Probation

There is a probationary period of nine months.

Term and hours

The post is permanent and is for 41 hours per week (including break-time).

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement such as those set out below:

- Part-time working
- Job-share
- Compressed hours
- Home working (1-2 days a week)
- Remote (other than home)/Mobile working

If you are selected for interview please inform the panel of the days/hours you are available to work.

Benefits

As an employee of the House, you will be entitled to our benefits such as a season ticket loan, a Parliamentary Health and Wellbeing Service, including access to a dedicated Employee Assistance Programme and many more. Full details can be found on our [Employee Benefits](#) page.

Pension

The House of Lords participates in the [Civil Service Pension Schemes](#). As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

Annual leave

Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

Inclusion and Diversity

The House of Lords Administration is committed to increasing diversity & maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability.

The Administration will also consider flexible working arrangements and reasonable adjustments.

Pre-appointment checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

Successful candidates' publically open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

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 eligible for vetting.

Please see the [National Security Vetting booklet](#) for further information.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

Returning your completed application

Please complete your online application by 23.55 on Sunday 16 February 2020.

Interviews are likely to be held on Monday 2 March 2020.

Telephone enquiries

If you wish to find out more information about this post please contact Jennie Lynch at lynchj@parliament.uk.

No recruitment agencies please.