



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

Digital Archivist

Reference number

1890

Office

Parliamentary Archives

Grade

HL6

Starting Salary

£31,150

Term

This post is permanent.

Scope of the job

Background

Based in the Preservation & Access Team, this exciting role has responsibility for digital collections management, operational management of the Digital Repository, and assisting with digital preservation skills-building across the Parliamentary Archives. The role provides both professional and technical support to the whole office, helping us embed best practice in terms of how we preserve and provide access to digital archives.

The role would suit someone with strong digital and interpersonal skills, who would enjoy working in a friendly, pragmatic and user-focussed team to support and grow Parliament's digital preservation services. The post holder will also work closely with colleagues in the Parliamentary Digital Service to ensure the continued preservation and accessibility of Parliament's digital records through keeping our tools and systems performant.

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 the Archives. 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, and working with the Digital Service to review the Digital Repository's support and maintenance. The post holder will have the opportunity to get involved in this work, which is part of a vibrant, interdisciplinary collection of digital projects focussed on heritage and collections.

Main objective

Reporting to the Senior Archivist (Digital Preservation), the post holder will support the delivery of a comprehensive digital preservation function for the Parliamentary Archives, in order to enable the long-term survival and continued accessibility of Parliament's digital records. They will lead on the monitoring, reporting, and control of risks to digital records held in Parliament's Digital Repository. Working with digital preservation staff and related roles in the Parliamentary Archives, they will advocate digital preservation awareness, become familiar with and communicate initiatives, standards in use or under development, and the training of staff to undertake basic digital preservation tasks themselves. They will be a motivating and supportive line manager to the digital archives trainee, as well providing supervision and support to Archives colleagues engaging with digital preservation work, such as ingests.

Whilst the post holder's activities will largely be focussed on the maintenance and operation of the Digital Repository, there are other responsibilities and opportunities that will keep this role varied and challenging. These include leading the development of ingest workflows and processes for data from new internal systems such as Microsoft Office 365, supporting new digital projects and re-procurement exercises, and contributing to our online services provision.

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

The post line manages the Digital Archives Assistant (Graduate Trainee). There are no budgetary responsibilities.

Other responsibilities of the post

- Undertake transfer and ingest of digital records to the Digital Repository, supporting future workflow development as appropriate and analysing the requirements of new digital accessions.
- Maintain the repository, including content management, generation and analysis of reports and logs, capacity planning, testing of new functionality,

helping to analyse issues, and liaison with Digital Service and suppliers as required for support.

- Safeguard the future of digital preservation services in Parliament by identifying requirements for development and enhancement of the Digital Repository and supporting the procurement/re-procurement of digital preservation tools and services.
- Support the Senior Archivist (Digital Preservation) in the management of the digital preservation function, including: preservation planning, technology watch, testing and certification of new tools, implementing preservation actions.
- Oversee Parliament's web archiving service as required, in conjunction with other Parliamentary Archives staff and the external supplier.
- Train and support Parliamentary Archives staff in the use of the Digital Repository.
- Liaise with, and provide advice to, Digital Service and other offices in both Houses on digital preservation issues, including the digital preservation implications of programmes, projects and business-as-usual activities.

Person specification

The qualifications required for the post are:

Postgraduate-level qualification in either information management (e.g. Archives, Records Management, Information Science) or Computer Science, with balancing experience in the other discipline, or equivalent experience.

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.

Competencies:

- Substantial hands-on experience of digital preservation, digital repository management or digital asset management.
- Understanding and experience of archives and/or information management standards and practices.
- In-depth understanding of digital preservation principles and techniques, including up-to-date knowledge of relevant tools, methodologies and standards.
- Excellent communication skills, and experience explaining complex technical topics compellingly to diverse and non-specialist audiences.
- Proven influencing, persuasion and negotiating skills with the ability to form and foster strong relationships with people from a wide variety of backgrounds.
- Ability to work under pressure to achieve targets, and to manage competing requirements of multiple stakeholders (both internal and external), managing expectations and prioritising appropriately.

Desirable

- Expertise in a specific digital preservation area e.g. Audio Visual, 3D, web archives.
- Experience of identifying and analysing a broad range of business and technical issues, e.g. business process analysis or requirements gathering for IT procurement
- Experience in motivating and developing staff, e.g. through line management, supervisory capacity or mentorship
- Experience working collaboratively with technology/IT delivery projects

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade HL6 (£31,150 starting salary per annum). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £37,255. 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:

- Job-share
- Compressed hours
- Home working (1-2 days a week)

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

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.

We particularly welcome applications from sections of the community which are currently under represented within the team, including applicants who identify as Black, Asian and Minority Ethnic (BAME).

Pre-appointment checks

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

Successful candidates' publicly 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 31 May 2020.

Telephone enquiries

If you wish to find out more information about this post, please contact Adele Tamar on 020 7219 8432.

No recruitment agencies please.