



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 Archives Assistant (Trainee)

Reference number

1882

Office

Parliamentary Archives

Grade

HL4

Starting Salary

£23,175 per annum

Term

This post is fixed term from 1 September 2019 to 31 August 2020 with the possibility of extension (an earlier start date can be negotiated).

Scope of the job

Background

Parliamentary records are at the heart of our democracy. They have embodied our liberties, rights and responsibilities for over five hundred years. The Parliamentary Archives helps Parliament work more efficiently and openly, enabling it to make its decisions and act as effectively as possible. And we want to inspire everyone with the compelling story of Parliament, people, and communities' right up to the present day.

Based in the Preservation & Access Team, this post is an opportunity for a self-motivated individual with an interest in archives and digital heritage to gain work experience maintaining and developing our services in a modern archive.

Main objective

The work of the post holder will incorporate work with both digital and paper records, with a focus on preserving and adding to our significant digital collections. The post holder would be involved in a wide range of practical work and be provided with excellent development opportunities across the Parliamentary Archives.

The job will be offered as a training post and will be on a fixed-term basis running from 1 September 2019 until 31 August 2020. Reporting to the Digital Archivist, you will be supervised and mentored by colleagues with the aim of preparing you for a career in Digital Preservation/Digital Curation.

The post holder will be supported in their career developments and will be mentored through future job or university applications.

The post is not designed for students already enrolled in full or part-time archives courses, including distance learning courses, or who have an existing postgraduate archives qualification.

Key internal and external relationships

- Parliamentary Archives' Preservation & Access team
- Other Parliamentary Archives teams – Public Services, Information & Records Management Services, Pack & Track Project, Archives Accommodation Programme
- Members of the public

Main responsibilities

Line management and budgetary responsibilities

The post holder will have no line management or budgetary responsibilities.

Other responsibilities of the post

Core responsibilities:

- Support the transfer and ingest of digital records to the Digital Repository
- Support the web archive service
- Support the day-to-day maintenance of the Digital Repository
- Accessioning and cataloguing physical/digital deposits
- Carrying out improvements to catalogue data
- Develop, maintain, and share knowledge and understanding of digital preservation skills

Additional responsibilities:

- Assisting with outreach activities, including helping with tours and visits, and drafting content for social media.
- Invigilation in the Search Room
- Answering of public enquiries
- Support the work of the Information Records Management Service

Person specification

The qualifications required for the post are:

First degree (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.

Essential

- Demonstrable interest/aptitude in digital technologies. This may be demonstrated through relevant A-levels and or comparable work experience, e.g. technical support or software development, in employment or as a hobby
- Excellent written and oral communication skills
- An interest in heritage, archives or collections management, especially digital collections
- Strong team-working skills
- Ability to organise one's own time while keeping to schedules and meeting deadlines
- Research skills and the ability to assimilate and interpret a wide range of sources
- Ability to work in a collaborative, team-based environment, with a demonstrable commitment to a work environment of mutual trust and respect, where diversity and inclusion are valued
- Excellent problem-solving skills

Desirable

- Awareness of digital preservation

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade HL4 (£23,175 starting salary per annum). Pay increases usually depend on performance as assessed in annual performance reviews. Salary is paid monthly by bank transfer.

Probation

There is a probationary period of nine months.

Term and hours

This post is fixed term from 1 September 2019 to 31 August 2020 with the possibility of extension and is for 41 hours per week (including break-time).

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.

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.

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 10 June 2019**. For internal applicants please discuss your application with your Head of Office and your line manager before you submit your application.

Interviews are likely to be held on 20 June 2019.

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.