



HOUSE OF LORDS

Vacancy Notice

This notice gives 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
Digital Archives Assistant (Graduate Trainee)	1882
Office	Grade
Parliamentary Archives	HL4
Starting Salary	
£22,500	
Term	
This post is fixed term from 1 September 2018 to 31 August 2019.	

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.

The Parliamentary Archives is a shared service of both Houses of Parliament, based in the House of Lords Department of Information Services but jointly funded. It provides innovative and expert information management, preservation, access and outreach services enabling anyone in the world to use Parliament's records, both now and in the future. It holds over 8km of physical records dating back to 1497 and its Digital Repository is now operational and growing rapidly.

There are three teams in the Archives: Records Management; Public Services & Outreach; and Preservation & Access. The Preservation & Access team brings together responsibility for preservation of records in all forms, their cataloguing and digitisation, and the provision of online access to records and finding aids.

Main objective

Based in the Preservation & Access Team and reporting to the Digital Archivist, this post is an opportunity for a self-motivated graduate to gain work experience maintaining and developing our archives services in a modern archive incorporating both digital and paper records, prior to taking up a place on a post-graduate archives/records management course. The post holder would be involved in a wide range of practical work and be provided with excellent developmental opportunities across the Parliamentary Archives.

The role is offered as a training post and will be on a fixed-term basis running from 1 September 2018 until 31 August 2019, with the intention that this will provide experience for a person wishing to undertake a post-graduate qualification in Information Management starting in September 2019. Candidates will be expected to start the application process during the training period.

The role is intended for someone who has no other means of gaining the necessary experience in order to qualify for entry to such a course. Priority will be given to applicants who have not previously held significant paid employment in archives, and who have no existing postgraduate archives training. The post is not designed for students already enrolled in full or part-time archives courses, including distance learning courses.

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

Additional responsibilities:

- Assist the Imaging Team in digitisation of Parliamentary Archive collections
- Invigilation in the Search Room
- Answering of public enquiries in all media
- Support the work of the Information Records Management Service

Throughout the traineeship, there will also be an opportunity for the post holder to become familiar with other work within the Archives. This will include spending time working with other teams including Preservation and Access (where this role is based), Public Services and Outreach, and the Information and Records Management Service. There will also be the opportunity to participate in briefings, visits and training sessions relating to information management, and to liaise with other Archives staff including the Archives Assistant and other recent trainees.

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

- A determination to undertake an Information Management qualification following the placement (but not already enrolled in one)
- Demonstrable interest/aptitude in digital technologies. This may be demonstrated through:
 - relevant A-levels
 - comparable work experience, e.g. technical support or software development, in employment or as a hobby
- Excellent written and oral communication skills
- Strong team-working skills
- Ability to organise one's own time while keeping to schedules and meeting deadlines
- 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 (£22,500 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 2018 to 31 August 2019 and is for 41 hours per week (including break-time).

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.

Benefits

Interest-free season ticket loan; childcare vouchers; eye care vouchers; employee assistance programme; reasonably priced in-house gym; access to Safety, Health and Wellbeing service; membership of a Civil Service Pension Scheme (see below).

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 23.59 on 10 June 2018. For Internal applicants please ensure you discuss your application with your Head of Office and your line manager before you submit your application.

Telephone enquiries

If you wish to find out more information about this post please contact Chris Fryer, Senior Digital Archivist on 020 7219 8422.

No recruitment agencies please.