



## 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

Digital Archivist

Reference number

1890

Office

Parliamentary Archives

Grade

HL6

Starting Salary

£30,150 starting salary per annum

Term

This post is fixed term for 24 months with the possibility of extension and/or permanency.

### Scope of the job

Background

We are recruiting a Digital Archivist to expand our capacity to preserve and provide access to Parliament's digital resources for the benefit of present and future generations.

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 Archives is a shared service of both Houses of Parliament, based in the House of Lords but jointly funded by the House of Lords and House of Commons. 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. These records include many of the most important constitutional records in the UK, such as the Bill of Rights, the 1832 Great Reform Act and the Death Warrant of Charles I, as well as four million others which have touched the lives of everyone and every community in this country and many abroad.

The post sits within the Preservation and Access team, which is one of three teams in the Archives alongside the Information and Records Management Service and Public Services & Outreach. 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. Key strategic priorities for the team include building an expanding range of innovative online services for users, the future development of our archives management system, continuing to embed digital preservation as business-as-usual and expanding the range of digital records to be ingested, and continuing to develop our exemplary collection care service and digitisation programme.

This is a rare and exciting opportunity to play a major role in the operation and future development of a nationally-important digital archive.

#### Main objective

Reporting to the Senior Digital Archivist, 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.

As a member of the team, the post holder will be required to make a substantial contribution to the development of practical digital preservation solutions which follow best practice and result in activities tailored to the Parliamentary Archives needs. They will support 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 support the training of staff to undertake ingests.

In the coming year, the post holder's activities – with the rest of the team – will largely be focussed on the operation of the Digital Repository. Other opportunities arising include supporting the development of ingest of information with historic value from the replacement of Parliament's Electronic Document and Records Management System (EDRMS) with a solution based on Microsoft Office 365.

#### Key internal and external relationships

The post-holder will work with all staff within the Preservation and Access team, but most closely with the Senior Digital Archivist, who is currently leading the operation of Parliament's Digital Repository and embedding digital preservation as a business as usual function. They will also work with colleagues in the wider Parliamentary Archives, particularly the Information Management and Records Management Service on the intersection between records management, digital preservation, appraisal and collection and acquisition activities.

In the wider organisation, they will be required to work with staff at all levels across both Houses along with external staff. This includes the Parliamentary Digital Service (PDS), suppliers and consultants, and external community of practice organisations (e.g. Digital Preservation Coalition).

### **Main responsibilities**

#### Line management and budgetary responsibilities

The post will have no line management responsibilities, but will supervise the work of the Digital Preservation Assistant (Graduate Trainee) in 2018. There are no budgetary responsibilities.

Other responsibilities of the post

**Key objectives and responsibilities of the role**

- Undertake transfer and ingest of digital records to the digital repository, supporting future workflow development as appropriate and analysing the requirements of new ingests.
- 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.
- Support the Senior Digital Archivist in the management of the digital preservation function, including: preservation planning, technology watch, risk assessments, testing and certification of new tools and implementing preservation actions.
- Support Parliament's web archiving service as required, in conjunction with the Senior Digital Archivist, Senior Archivist and external supplier.
- Train and support Archives staff in the use of the 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.
- Raise awareness of, coordinate training in, and transfer knowledge of, digital preservation principles and techniques to key areas of Parliament.
- Identify and agree requirements for future development and enhancement of the digital repository, and associated preservation services.
- Develop and maintain knowledge and understanding of digital preservation skills through training, on the job learning, and other appropriate methods.

**Person specification**

The qualifications required for the post are:

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

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**

- Proven and substantial hands-on experience of digital preservation, digital repository management or a related area
- Excellent understanding of digital preservation principles and techniques, including up to-date knowledge of relevant tools, methodologies and standards

- Excellent written and oral communication and presentation skills, including the ability to explain complex technical topics simply and compellingly to diverse and 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
- Excellent ability to identify and analyse a broad range of business and technical issues, and to problem solve
- 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
- Proven 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.

#### Desirable

- Understanding and experience of archives and records management principles and practices
- Demonstrable skill in simple scripting such as Python, shell script or Batch scripting for Windows
- Experience of a specific digital preservation area of expertise. E.g. Audio Visual preservation

## Terms and conditions

### Salary and allowances

The post is paid in accordance with House of Lords grade HL6 (£30,150 starting salary per annum). Pay increases usually depend on performance as assessed in annual appraisals. Salary is paid monthly by credit transfer.

### Probation

There is a probationary period of nine months.

### Term and hours

This post is fixed term for 24 months with the possibility of extension and/or permanency 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.

## **Diversity and Inclusion**

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.

## **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 21 January 2018. 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 Christopher Fryer on 020 7219 8422.

No recruitment agencies please.