

Person Specification and Further Information for Job Applicants

Job Title	Graduate Trainee Archivist (B1)
Contract Type	Fixed Term Appointment - 11 months.
Business Area	National Records of Scotland
Main Location	General Register House, 2 Princes Street, Edinburgh
Salary	£24,580 (pro rata)
Nationality Requirements	You can apply for any job in the Scottish Government (SG) / National Records of Scotland (NRS) as long as you are a UK national or have dual nationality with one part being British. In addition, SG / NRS posts are open to Commonwealth citizens and nationals of any of the member states of the European Economic Area (EEA). Further information about civil service nationality requirements is available on the Civil Service Website .
Qualification Requirements	A honours degree in History or related subject.
Working Pattern	This is a full time opportunity, however, applications from people wishing to work an alternative working pattern will be considered.
Further Information	Further information on the post is available by e-mail from Alison.lindsay@nrscotland.gov.uk or Liz.course@nrscotland.gov.uk , or by telephoning 0131 535 1334

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Information about the Business Area

National Records of Scotland makes records and historical documents and information available to the public in several ways including:

Historical & Legal Search Rooms

We give access and provide copies of historical records to our visitors in person, by post or e-mail.

ScotlandsPeople Centre

Access to electronic indexes and digitised records including wills and testament, valuation rolls and coats of arms. We also assist genealogists and members of the public research family trees.

Extracts

Provides extracts or copies of birth, death and marriage certificates, and make available digital images of records and images.

Adoptions

Registering and maintaining all adoption registers. Assist people who have been adopted in Scotland to find their original birth details and give them access to their court adoption papers.

Information about the opportunity

Initially this post will be based in the Historical Search Room where you will:

1. Assist readers with NRS sources and the use of finding aids and also on record sources held elsewhere.
2. Reply to telephone enquiries on historical topics and record sources in NRS and elsewhere.
3. Draft answers to written enquiries in time to enable the Section to meet its overall target of 95% answered within 20 working days.

There will also be the opportunity to gain experience in some of the other areas of Public Services, such as education, outreach and online resources. Colleagues in these areas deliver NRS content and services both online and onsite and you will be expected to assist with this.

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Skills & Experience Required

Self-Management

While working in NRS, you will be expected to work on your own initiative, managing your own workload with the ability to adapt to changing priorities. You will need to present ideas in a clear and positive way and be aware of the wider environment.

Information Management and Communications/ Analysis and use of evidence

It is important that you are able to produce concise, well-structured written work. You will need to be able to analyse information quickly from a variety of published and online sources and present that information in the most appropriate format.

Customer Service

Internal and external stakeholders will be seeking guidance and advice on NRS holdings and may require access to original documents. You will be able to communicate appropriately with a wide range of stakeholders and provide a consistently professional and helpful point of contact, working within NRS standards and guidelines.

Archival Knowledge and Aptitude

The vacancy advertised is for a graduate who requires work experience before applying for one of the postgraduate archive and records management courses. You must be able to demonstrate a keen interest in archival work and a commitment to a career in archives. You should understand the nature of archive work and how it differs from research. You should have some experience of working in an archive or have visited other archival institutions.

IT IS ESSENTIAL THAT CANDIDATES:

Must be looking for pre-course work experience before applying for a postgraduate course in archives administration. This vacancy is also open to graduates who are applying for or are currently undertaking a postgraduate distance-learning course and require work experience as part of their course.

Political Activity

All appointees to the Civil Service must be able to fully comply with the requirements of the [Civil Service Code](#) and are expected to carry out their role with dedication and a commitment to the Civil Service and its core values: which are Honesty, Integrity, Objectivity and Impartiality. As part of this, some restrictions are placed on political activity. You will see that there is a question regarding such activity on the application form. A positive response to this question should not affect the consideration of your application, but is likely to mean that you will be asked additional questions at interview. What you then say at interview will clarify if you meet the requirements of the Civil Service Code.

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The Civil Service Code states that:

You must

- Serve the government, whatever its political persuasion, to the best of your ability in a way which maintains political impartiality and is in line with the requirements of this code, no matter what your own political beliefs are
- Act in a way which deserves and retains the confidence of ministers, while at the same time ensuring that you will be able to establish the same relationship with those whom you may be required to serve in some future government
- Comply with any restrictions that have been laid down on your political activities

You must not

- Act in a way that is determined by party political considerations, or use official resources for party political purposes
- Allow your personal political views to determine any advice you give or your actions.

Pre-Employment Security and Eligibility Checks

If you are successful, we will as part of the Scottish Governments pre-employment process carry out the following enquiries into your identity, employment/academic history, nationality and immigration status, 'unspent' criminal record (Disclosure certificate), health and other matters, to ensure that you are qualified for the appointment.

Further details on these checks are available to view [here](#).

Completion of Pre-Employment Security and Eligibility Checks

When the pre-employment enquiries are satisfactorily completed to our standard, we will then make you a formal offer of appointment and you will be expected to take up appointment as soon as possible. If you have any question about our pre-employment checks please do not hesitate to get in touch.

Selection

We have a two stage selection process. The first stage is where we review your application form to decide if it does or does not meet the Criteria. Those who meet the Criteria will normally be selected for the next stage of assessment. It is therefore important that you complete your application as fully, but concisely, as possible to demonstrate how you meet the criteria for the post. Please ensure that you study the selection criteria carefully before you complete your application.

The next stage of assessment will be a short interview.

Interview Expenses

Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.

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Disability

We are participants in the Jobcentre Plus “Positive about Disabled People” scheme. Under the terms of the scheme, all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post, will be guaranteed an interview. Note: The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A 'substantial disadvantage' is a disadvantage which is more than minor or trivial. 'Long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions). Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission [website](#).

We will also ensure that we consider and implement any reasonable adjustments you may require to attend for interview or during the course of your employment, should you be successful in securing a post.

Starting Salary

Will be £24,580 per annum (pro rata)

Working Pattern

The standard working week is a 5 day week of 37 hours, net of lunch breaks. You may have the scope to participate in our flexible working scheme. Consideration will be given to candidates interested in part-time or other non-standard working patterns and in-line with best practice, the Scottish Government has extended to all staff the right to request a flexible working pattern. All requests will be seriously considered.

Annual Leave

You will have an annual leave allowance of 5 weeks (pro rata). In addition, the Scottish Government observes 11½ days public and privilege holidays, dates of which are set annually.

Travel and Subsistence

Subsistence allowances and travelling expenses on official duty are paid. The cost of normal daily travel between home and office is not reimbursable.

Sick Absence

You are expected to attend for work. However, we do recognise that 100% attendance may not be possible on occasions when you are unwell. We have an attendance management policy in place that makes it clear the level of attendance that the Scottish Government expects and what may happen if this cannot be achieved. The policy outlines the support offered to staff during periods of illness and the assistance available to help them back to work.

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Outside Activities

As a civil servant, you may not take part in any activity which would in any way impair your usefulness to the Service, or engage in any occupation which may conflict with the interests of the Scottish Government or be inconsistent with your official position. Subject to these conditions, and in some circumstances prior permission being sought, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed. Also for health and safety purposes you should notify HR if you have more than one job. You will also be subject to certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections, or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

The Civil Service Commission

The Department's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition. Details of how this principle should be applied can be found at the Civil Service Commission [website](#). If you feel that your application has not been treated in accordance with the Commission's guidance and you wish to make a complaint, you should write to Head of Resourcing, F Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD in the first instance. If you are not satisfied with the response you receive, you can contact the Office of the Civil Service Commission.

Civil Service Values

As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality. These values are set out in the [Civil Service Code](#).

'integrity'

Putting the obligations of public service above your own personal interests;

'honesty'

Being truthful and open;

'objectivity'

Basing your advice and decisions on rigorous analysis of the evidence; and

'Impartiality'

Acting solely according to the merits of the case and serving equally well Governments of different political persuasions.