

Job description – Collections Data Officer

Grade: D

Reports to: Collections Data Manager

Location: An English Heritage Office (with option of hybrid and home working)

Everyone is welcome

Everyone is welcome at English Heritage. We are passionate about ensuring we are an organisation where everyone is valued, respected and supported for their unique contributions, this is why we put Equality, Diversity and Inclusion at the heart of how we innovate, inspire and involve the diverse communities we serve. We all work together to build an inclusive culture that encourages the diverse voices of our people.

Who we are

English Heritage cares for over 400 historic monuments, buildings and places. Through these, we bring the story of England to life for over 10 million visitors each year. No matter what you do or where you do it, by joining us you'll be playing a vital role in looking after some of the greatest places in England so that they can be enjoyed today and for generations to come. You'll find it's a workplace like no other – taking you behind the scenes of these extraordinary sites and supporting you to share your ideas, inspire others and make a difference.

Where you will be working

You will be working in an English Heritage office or from home using computer equipment provided by English Heritage. Most of the work will be in front of a computer with regular video-conferencing. Journeys to English Heritage sites and offices may be required.

What you will achieve with us

Working as part of the national Collections Management team, you will contribute to the validation of database records held on English Heritage's collections management system - the repository of knowledge for managing, preserving and researching part of the National Collection. You will improve the quality of data held in it and other related systems. You will identify problematic records and groups of records and work with the Collections Data Manager to correct them. You will review and modify departmental documentation to ensure that it is consistent with your work and the work of the Collections Data Assistants. You will support the Collections Data Manager in the development of a data validation methodology and toolkit for this critical piece of infrastructure. You will initiate tasks and collaborate with

Documentation Officers and Curators to make changes to database records that accurately reflect the state of the National Collection.

What you will be doing as part of the team

1. You will review and improve the database records of the collections management system.
2. You will review validation tasks and assess if value corrections are possible on a computer given the available context.
3. You will test software applications used for editing database records and support the Collections Data Manager in improving these applications.
4. You will identify patterns of errors, articulate new validation rules and propose bulk update options where feasible.
5. You will identify inconsistencies between database validation rules and departmental guidelines for database records and rectify the latter.
6. You will work with Documentation Officers, the Collections Data Manager, the Collections Data Assistant and other members of the Collections Curatorial team to ensure consistent methods of work.
7. You will be responsible for ensuring the health and safety of yourself and reporting any concerns in a timely manner to the relevant member of staff.

We are flexible

We are dedicated to the wellbeing of our employees and will actively support you to find the balance which enables you to thrive. We have flexible working policies, we recognise that people might have different needs to enable themselves to work at their best and balance both their life and work. We are happy to talk about how best we can accommodate your needs.

We are Disability Confident

We are positive about disability, committed to providing equality of opportunity and are proud to be part of the Disability Confidence Scheme, so if you have a disability, we would be happy to discuss reasonable adjustments that you might need, either as part of the application process, or the job itself.

Occasionally we may need to review a job description to incorporate any changes or other duties needed for the role as identified by the line manager.

Who we are looking for

Essential experience
• Significant experience of working with Mimsy XG at an advanced level • Experience with interpreting contextual heritage data when correcting database records • Significant experience of working with data from varied cultural heritage collections (including archaeology and fine art) • Experience of documenting hazards in collections
Essential skills / Knowledge / Qualifications
• Excellent use of Microsoft Excel • Knowledge of SPECTRUM • Confidence in assessing the quality of records based on contextual data • Ability to communicate information clearly, concisely and authoritatively to specialists and non-specialists • Ability to cross-check own work
Essential behaviours
• English Heritage core behaviours, which are: ○ Collaboration ○ Innovation ○ Empowerment • Attention to detail • Systematic approach to tasks • An awareness of the diverse communities that make up modern Britain
Additional circumstance to consider
We are happy to discuss this in more detail to support your work-life balance: This role primarily consists of focused work on a computer (with equipment provided by English Heritage). This role requires occasional travel to sites and offices with possible overnight stays away from home. This role requires a basic DBS check.