

Recruitment Information



Treasure Trove Officer (x 4)
Permanent (1),
Fixed term for 18 months (3)

Treasure Trove Officer (x4)

1x permanent

3x temporary, fixed term for 18 months

£27,107 to £29,475 per annum plus membership of Civil Service pension scheme

The Treasure Trove system ensures that significant objects from Scotland's past, which are discovered either by chance find or through organised archaeological fieldwork, are protected for the nation and preserved in museums across Scotland. The Treasure Trove Unit based at National Museums Scotland is responsible for the operation of the system for the benefit of all Scottish museums, and is the first port of call for new discoveries and finders.

The Treasure Trove Officer works as part of a small team processing the casework of the Unit, liaising with the Queen's and Lord Treasurer's Remembrancer (QLTR) staff, supporting the work of the Scottish Archaeological Finds Allocation Panel (SAFAP) and communicating the requirements and benefits of the system to finders, museums and wider audiences.

You will have a degree (or equivalent) in archaeology or a related subject. Knowledge of principles and practice of UK 'treasure' systems plus relevant practical experience of working with and identifying archaeological finds would be desirable. Experienced in administrative procedures and practices, you will be organised and methodical, with good verbal and written communication skills and ICT skills in Microsoft Office, including Word, Excel and Outlook. You should also have experience of managing your own time and workload, working to deadlines and handling multiple priorities.

You are provided with a job description and person specification for further detail about the post. To apply visit www.nms.ac.uk. The closing date for completed applications is **24 June 2022** at midnight. Please state reference number NMS22/34. It is anticipated that the selection event will take place during **18-20 July 2022**.

Please note that CVs are not considered as part of applications and will not be forwarded to the shortlisting process.

Find out more about [National Museums Scotland](http://www.nms.ac.uk) and our range of [employee benefits](#).

National Museums Scotland is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at National Museums Scotland are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome candidates who think they have the required skills and can make a contribution in this key role.

JOB DESCRIPTION

Post Title: Treasure Trove Officer		
Department: Scottish History and Archaeology		Section: Treasure Trove Unit (TTU)
Directorate: Collections	Grade: 5	Hours: Full time (37 net)
Purpose of Post: <ul style="list-style-type: none"> Day-to-day delivery of the casework of the Treasure Trove Unit (TTU), liaising with the Queen's and Lord Treasurer's Remembrancer (QLTR) staff and supporting the work of the Scottish Archaeological Finds Allocation Panel (SAFAP). 		
Key Responsibilities: <ul style="list-style-type: none"> Implementing the processes relating to finds of archaeological material in Scotland with respect to the Treasure Trove system. <ul style="list-style-type: none"> Day to day oversight of the reporting, receipt, recording and storage of finds, including the movement, security and integrity of artefacts in the care of the TTU. Supporting the effective assessment, including provenance and legality checks, of finds and their valuation and advertisement to interested parties. Responsibility for the handling of correspondence and queries related to Treasure Trove and the ultimate despatch of allocated finds to recipients. Service and minute the meetings of SAFAP and further support their work as necessary. Liaise with National Museums Scotland staff on service provision, such as conservation advice and support Support the promotion of good practice in the recovery, reporting and recording of archaeological finds in Scotland. Support the process for dealing with disclaimed objects, ensuring they are identified and returned to the finder. Maintain close operational links with QLTR's staff, to ensure the smooth progress of individual cases. Act as a point of contact on Treasure Trove matters in Scotland for public and professional enquiries. Develop positive relationships through the Scottish museum, archaeological and metal detecting sectors, in relation to Treasure Trove. 		

- Promote awareness of the Treasure Trove system, of finds and of allocations, through agreed channels, including talks and finds days, lectures, publications and the Treasure Trove website.
- Liaise with the press offices of the QLTR and National Museums Scotland in respect of media enquiries and statements regarding Treasure Trove.
- Commit to good health & safety and access practice and ensure familiarity with National Museums' health & safety and access policies, procedures and guidelines.

Expected Outcomes:

- Efficient operation of Treasure Trove processes and allocation of finds in Scotland
- Provision of an effective secretariat to SAFAP
- Greater recognition of the importance of Treasure Trove in Scotland
- Effective relationships between the stakeholders

Reports To:

Treasure Trove Manager

Facts and Figures:

Budget: None

Staff Managed: None

Indirect Staff Managed: None

Other: Processing of circa 4,000 finds per annum

Thinking Skills (Judgements / Decisions Made):

- Using knowledge and investigative skills to arrive at the correct identification of an object and whether it should be claimed by the Crown
- Managing individual cases over time to a conclusion, in liaison with all interested parties
- Advising on valuations on finds
- Covering for the Treasure Trove Manager as necessary

Communication and Contact:

Internal:

- Curators within Scottish History & Archaeology for providing expertise as external advisors where relevant.
- Other National Museums Scotland Curatorial and Collections Services departments for providing external expertise as external advisors where relevant.
- Marketing and Communications department
- Finance department

External

- QLTR, their office and their press office
- The Chair and members of SAFAP
- Culture Division of the Scottish Government
- Other bodies with archaeological interests, including museums, university archaeology departments, and Historic Environment Scotland
- Metal detecting clubs
- The Portable Antiquities Scheme
- Artefacts experts, both academic and commercial
- Finders
- Members of the public
- Members of the media

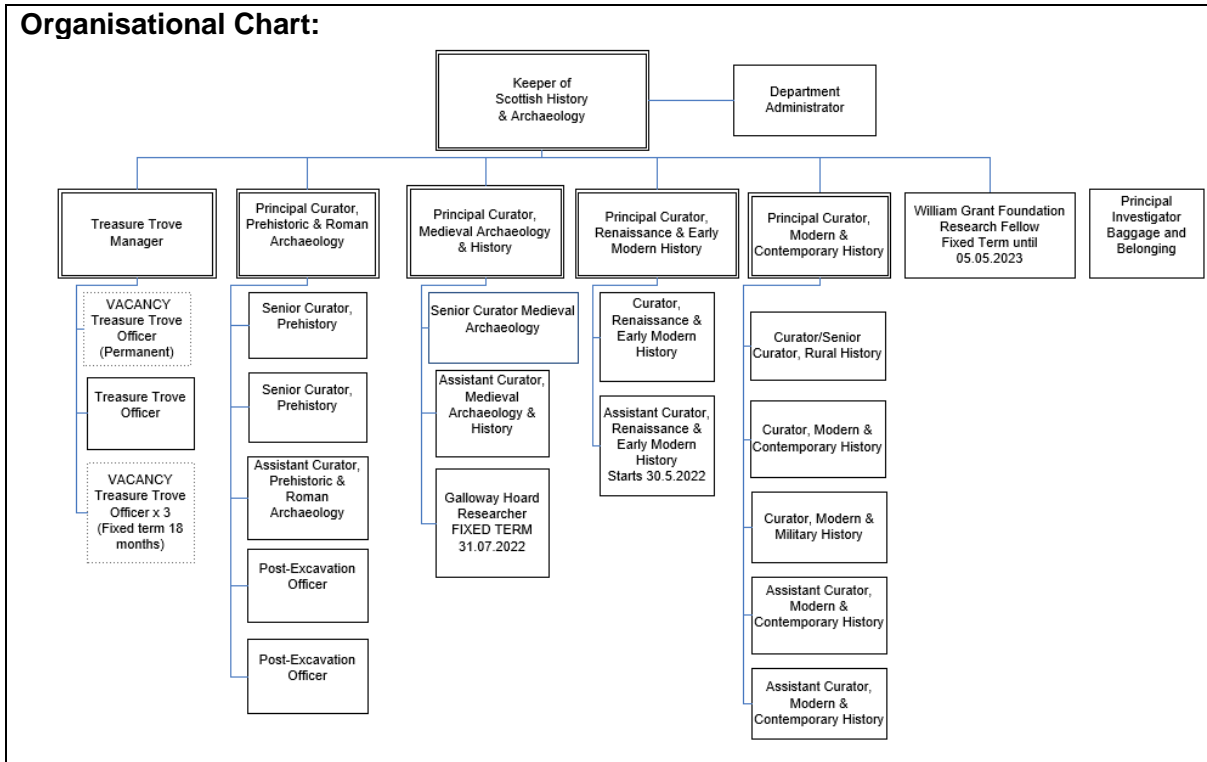
Most Challenging Parts of the Job:

- To be seen to deliver an effective and efficient service, to the satisfaction of stakeholders
- To find effective and pragmatic solutions within the Treasure Trove system
- To maintain positive relationships with finders, metal detecting clubs and other external contacts

Other Requirements, e.g. Multi-site Working, On Call, etc:

- Must be willing to travel within Scotland and the UK

Organisational Chart:



PERSON SPECIFICATION

Post Title: Treasure Trove Officer		
Department: Scottish History & Archaeology		Section: Treasure Trove Unit (TTU)
Directorate: Collections	Grade: 5	Hours: 37 (net)

Knowledge	Essential or desirable	Evidence assessed by
A relevant first degree, or equivalent qualification	Essential	Certificate
Post-graduate qualification in an archaeology related subject or equivalent experience	Essential	Certificate/Application
Knowledge of principles and practice of UK 'treasure' systems, including Treasure Trove in Scotland.	Essential	Application / Selection Event
Knowledge of the Scottish archaeological sector	Desirable	Application / Selection Event
Knowledge of best practices in archaeology and collections management.	Desirable	Application / Selection Event

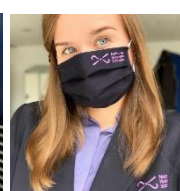
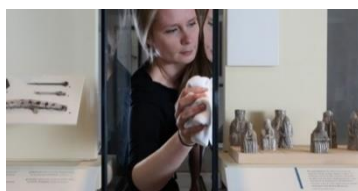
Skills	Essential or desirable	Evidence assessed by
Ability to use initiative without supervision	Essential	Application / Selection Event
ICT skills in Microsoft Word, Excel and Outlook	Essential	Certificate / Application
Excellent written and verbal communication skills	Essential	Application / Selection Event
Ability to travel	Essential	Selection Event
Driving licence	Desirable	Licence

Experience	Essential or desirable	Evidence assessed by
Practical experience of identifying and working with archaeological finds	Essential	Application / Selection Event
Proven experience of working within a museum, archaeology or similar environment	Essential	Application / Selection Event
Experience of liaising with relevant organisations and experts	Desirable	Application / Selection Event

National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in the following five; these will be assessed from the Application Form, and, if you are invited to attend, at the Selection Event.

Competency	Level	Detail
<p>Building Relationships Works effectively and professionally as part of their team and co-operates with others across the organisation; collaborates and networks externally for specific outcomes and projects; forms partnerships, nationally and internationally for mutual benefit.</p>	2	<p><i>Collaborates with others</i></p> <ul style="list-style-type: none"> • Understands other National Museums Scotland departments and priorities and how these relate to their own area of work. • Promotes and raises awareness of own role and department, internally or externally. • Encourages co-operation between, people, departments, sites and directorates. • Considers and sees different perspectives on issues, between people, across departments or organisations for mutual benefit. • Works with external stakeholders and organisations to deliver our objectives.
<p>Communicating & Engaging Uses communication and interpersonal skills flexibly across all channels of communication, to engage, influence, persuade and negotiate ensuring a shared understanding and commitment to act.</p>	3	<p><i>Influences and persuades in complex situations</i></p> <ul style="list-style-type: none"> • Communicates with credibility and authority presenting a compelling point of view. • Keeps lines of communication open at all times for feedback and exchange. • Considers the needs of National Museums and its staff and stakeholders in determining appropriate communication and channels. • Delivers difficult messages constructively to staff, customers and others when required. • Influences and persuades senior stakeholders and gains commitment of others to act and achieve outcomes.
<p>Focussing on your Customers Places the customer at the heart of what they do, engages, listens and responds to deliver exemplary service, creating an outstanding experience; supporting a culture of service excellence, both internally and externally.</p>	3	<p><i>Manages customer relationships and service levels</i></p> <ul style="list-style-type: none"> • Proactively finds out what our diverse customers groups want by research, testing and evaluation. • Analyses the customers' needs and takes action to enhance and improve customer service. • Develops and effectively manages a network of existing and potential customers internally or externally. • Ensures customer focused processes, frameworks and systems are in place and operating effectively. • Supports internal customers in meeting the expectations of their customers.

<p>Improving & Innovating Builds personal, professional and organisational capability by keeping up-to-date, being creative, sharing ideas, taking risks, looking inside and out to continuously improve National Museums Scotland.</p>	<p>2</p>	<p><i>Seeks opportunities to continuously improve</i></p> <ul style="list-style-type: none"> • Seizes opportunities and acts quickly before they are lost. • Thinks creatively and solves problems collaboratively • Facilitates and plans in opportunities for staff and stakeholders to contribute their ideas and suggestions. • Accesses networking and expert groups, benchmarks other organisations. • Maintains and shares a network of useful external contacts to facilitate learning and idea generation.
<p>Planning for Success Ensures effective delivery and completion by realistically planning and prioritising tasks and managing workload; develops and manages plans, programmes and projects, in consultation with stakeholders and within existing priorities, people resources and budgets.</p>	<p>2</p>	<p><i>Develops and implements plans</i></p> <ul style="list-style-type: none"> • Develops and implements plans for delivery, building in flexibility to cope with last minute demands. • Takes into consideration the impact of actions and decisions on others and puts in place measures to minimise them. • Consults with relevant stakeholders to ensure the output, the outcome and the plan to meet their needs. • Prioritises own workload to meet conflicting demands. • Thinks ahead to identify potential obstacles and proactively solves issues to minimise the impact on delivery.



General Information – Treasure Trove Officer

Salary

The salary range is £27,107 to £29,475 per annum. Salary on appointment will be subject to qualifications and experience and will normally be within the bottom quarter of the pay range. Pay, including pay progression, is reviewed in negotiation with the recognised trade unions, with an annual settlement date of 1 April.

Where an internal candidate successful applies for a post which is the same grade as their current post, they will transfer to the new post on the same salary with pay progression as normal.

Hours

Normally a five-day week of 37 hours, excluding lunch breaks. Normal hours of attendance are Monday to Thursday 08:30 to 17:00, Friday 08:30 to 16:30. As an alternative, a flexible and hybrid working system is in operation.

Location

These posts are based at the National Museum of Scotland with travel to other Museum sites as required.

Duration of Appointment

We are recruiting for one permanent post and three temporary posts with 18-month contracts. Please specify if you are *only* interested in the permanent post in your support statement.

Probation

New employees are on probation for a period of six months from date of appointment.

Pre-employment Checks/Eligibility to Work in the UK

Any offer of employment will be made subject to:

- receipt of references which are satisfactory to National Museums Scotland and cover the full three-year period prior to the date of appointment.
- a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. The cost will be refunded.
- completion of a health declaration form, which is satisfactory to National Museums Scotland.
- Receipt of documentation confirming eligibility to work in the UK.

This post does not fulfil the UK immigration requirements for sponsorship so National Museums Scotland are not able to provide sponsorship under the Skilled Worker route.

Selection Process

We use competency based selection process. If you are invited to a selection event you will be asked to participate in activities that will enable us to assess your performance against our Competency Framework. Details of our competencies can be found in the Person Specification.

It is anticipated that this selection event for this post will take place online via Microsoft Teams during 18-20 July 2022.

