



RECRUITMENT INFORMATION

Thank you for expressing an interest in working at the National Gallery.

The enclosed papers provide further information about the Gallery, and the department and job for which you are applying. We hope you will find them useful when completing your application.

For further information about the National Gallery, log onto our website:
www.nationalgallery.org.uk

Remember that entrance to the Gallery is free, so do come and visit.

This pack contains: -

- Information about the Gallery as a place to work
- Information about the department
- Job description and Person specification
- Contractual and non-contractual terms and conditions of employment
- Information about Training and Development
- Guidance notes about completing the application form
- Application form
- Equal opportunities monitoring form
- Guarantee Interview Form

Human Resources Department



A PLACE TO WORK

The National Gallery houses a world famous collection of Western European painting, from around 1260 to 1900, that belongs to the nation. The building itself is listed, and is instantly recognisable as a major London landmark. Approximately 5 million visitors from around the world visit us every year.

For those who are interested in coming here to work, there is more to learn about the National Gallery.

Visitors are familiar with our security staff who are present in every room in order to protect the pictures and also provide help and advice to the public. However there are more than 600 employees altogether and behind the scenes there are many departments, covering a wide variety of functions from curators, scientists, art handlers and picture and frame conservators to education, exhibition and design experts.

Our visitors come from many different backgrounds and we think the Gallery can only benefit from having staff who are equally diverse. We work hard to recognise, support and develop our staff and believe that everyone who works here should be treated with the same level of respect regardless of their background. We are genuinely committed to equality of opportunity and encourage applications from all sections of the community.

All staff are based in central London. Some are located in the Gallery itself on the north side of Trafalgar Square; others work in refurbished open-plan offices in a modern block behind the Gallery's Sainsbury Wing.

Being in the heart of London provides the perfect opportunity to explore other central London museums and galleries, along with attractions such as major shops, parks, theatres, restaurants and cinemas, and the river Thames.

The Gallery itself is not just a static display of paintings; there is a wide variety of events including temporary exhibitions, lectures, guided tours, films and programmes for schools.

The National Gallery is a vibrant place to visit and a stimulating place to work. Please do refer to our website to find out more:

<http://www.nationalgallery.org.uk/>

LIBRARIES AND ARCHIVE DEPARTMENT

The Libraries and Archive Department maintains and develops its collections as a unique, historically important and highly specialised resource for present and future use and in support of the Gallery's primary objectives.

It underpins the work of Curatorial, Education, Conservation, Scientific and other Gallery departments, and to a lesser extent supports the work of bona fide external researchers, by identifying, acquiring, organising, preserving, recording and making available a wide range of research material relating, in general, to the study of Western European painting from the thirteenth to the early twentieth century and, in particular, to the history of the National Gallery and its Collection.

It is, additionally, responsible for the administration of the Gallery's records management programme and its Archive, for facilitating public access to relevant records and for answering relevant research enquiries relating to the Gallery's history and development.

The Libraries and Archive Department currently has a staff of eleven.

The Collections

The Libraries and Archive Department currently has responsibility for maintaining and developing, for present and future use, six collections, the subject coverage of each of which is highly specialised and actively focussed to support the Gallery's primary objectives.

The **Library collection**, the **Photographic Library collection** and the **Slide Library collection** all cover the area in which the National Gallery collects - Western European painting from the 13th to the early 20th century - with particular emphasis on the artists and schools of painting represented in the Gallery. The Archive consists of records generated by the Gallery in the course of its business, which are classed as **Public Records** and which document the history of the institution, the Collection, buildings and staff. The Archive also holds a small number of deposited **Private Papers** of staff of the Gallery and of material closely related to the institution or the Collection. In addition, the Historical **Dossiers** are housed within the Department and are a series of cataloguing and reference files: one for each picture in the Collection.

Individually each collection has its own distinctive area of strength and/or excellence. The Library, for example, has a fine collection of publications

relating to private collections in this country and abroad, an important collection of early guidebooks and an extremely strong collection of early source books. The Archive is a unique resource of primary materials, and includes, for example, Charles Eastlake's travel notebooks and reports to the Trustees. The Dossiers hold curators' cataloguing notes and correspondence.

Jointly the collections constitute a unique resource of exceptional value for scholarship and research. That they are kept together under one roof and managed as an integrated special collection for a dedicated user-group, that they have an intrinsic historical value and contain much that is unique and/or rare, that the finding aids which currently exist are so extensive and so detailed (and in some cases, most notably the Private Collections Index, constitute a distinctive information resource in their own right) make them a major asset of the National Gallery.

The Libraries & Archive Collections are primarily a resource for Gallery staff, but approximately 250 external researchers visit the Department each year, the majority to consult the Dossiers and material from the Archive and a small number to consult publications held by the Library. The Slide and Photographic Libraries are rarely made available to external researchers. The Libraries and Archive Department posts information for researchers and visitors on the Gallery's website <http://www.nationalgallery.org.uk/learning/for-researchers/>, including outline histories of the Gallery, its collection and its buildings, written by Archive staff.

The **Library** currently contains over 80,000 printed volumes (including monographs, *catalogues raisonnées*, auction catalogues, exhibition catalogues, catalogues of public and private collections), a large collection of pamphlet material, a tiny collection of microfiche and CD-ROMS, and roughly 250 periodical titles (of which 130 are current) relevant to the study of the history of Western European painting from the 13th to the early 20th century. The Library also subscribes to a small, but important, number of e-resources, including JSTOR and Grove Art Online. The collection is growing at a rate of approximately 1,000 new books and exhibition catalogues and some 550 auction catalogues per annum.

The subject coverage of the Library is very specialised, particular emphasis being placed on the artists and schools of painting represented in the Gallery. The majority of the Library stock is concerned directly or indirectly with painters and paintings; publications relating to the other artistic media are acquired for the contribution they make to the study of the history of painting; works on iconography are predominantly concerned with secular and Western religious themes; background biographical and historical publications are acquired only if they contribute to our understanding of Western European painting.

The Library has a particularly fine collection of publications relating to private collections in this country and abroad, a significant proportion of which is not readily available elsewhere in the UK. Many of these items are unique because of their annotations. In addition, the Library has a significant collection of early guidebooks and reasonably complete runs of the catalogues of commercial

dealers. The Library's collection of early source works is also strong and contains approximately 2,000 titles published between 1499 and 1850.

The Library catalogue is unautomated and most of the systems currently in place are manual. Microsoft Word is used for the creation of the primary catalogue record and for the generation of printed catalogue cards. The cards are filed into a series of indexes which facilitate access to the collection from a range of different starting points. For example, there are indexes to author, subject, exhibition catalogues by venue and by date, auction catalogues by date, private collectors and collections, public collections, etc. Cataloguing is carried out according to AACR2 (more or less to level 2 standard) and in-house classification and subject indexing systems are used. Since January 2009 catalogue records have been created in MARC format in preparation for future migration to an automated system. An Access database is maintained for the control of periodicals and a WordPerfect database used for the management of book orders. The books are not bar-coded and circulation control is by means of a self service paper-based issue system.

In October 2009 the decision was taken to proceed with a long-term ambition to automate the Library, and an appropriate system will be acquired before the end of March 2010. A new post of Systems Librarian has been created to assist with the implementation, customisation, development and documentation of the selected LMS, to scope and draw up a programme for the retrospective conversion of the existing card catalogues, and, where practicable, assist with the phased recon roll-out.

Four members of staff currently work in the Main Library - one Cataloguer and three Library Assistants (one part-time, one full-time and one Trainee).

The **Slide Library** consists, at present, of approximately 100,000 slides relevant to the history of Western European painting and is used principally by the Gallery's Education Department, the Curatorial Department, and by visiting lecturers. An ADLIB Information and Library Management System is used for the cataloguing and circulation control of 35mm slides, and Extensis Portfolio for the management of the Slide Library's rapidly growing collection of digital images.

Three staff members work in the Slide Library – two part-time Image Librarians and one full time Slide Library Assistant. The Trainee Library Assistant helps out in the Slide Library when required.

The **Photographic Library** comprises a collection of 200,000 black and white photographs of paintings in public and private collections worldwide, and approximately 500 photographs are processed each year. Photographs are acquired by purchase, gift and exchange. Management of the Photographic Library is the responsibility of the full-time Library Assistant.

The **National Gallery Archive** is a significant research resource containing records of the Gallery's activities from its foundation in 1824 to the present day. The records are invaluable for the study of the history and provenance of

individual pictures, and they document the history and development of the National Gallery as an institution. They include the minutes of the meetings of the Board of Trustees, correspondence, internal memos, publications by and about the Gallery, press cuttings, photographs, architectural plans, financial, staff and exhibition records. Most of the documents are public records and the Archive is a recognised place of deposit under the Public Records Act 1958. There are also some private papers, relating in the main either to staff or trustees of the Gallery or to private collections of pictures.

In addition, the Archive runs the records management programme, to improve organisation and access to information across the Gallery and provide secure storage and disposal for older records. This supports compliance with legislation such as Freedom of Information and Data Protection and ensures that archival records are preserved.

Current and archival records are documented and managed using CALM.

As a repository of research information not duplicated elsewhere the **Dossiers** rank as one of the Gallery's key information resources. They provide access to Gallery staff and the wider public to fundamental collection information and support internal and external research by acting as a repository and index to the documentation on NG pictures held in the Gallery and elsewhere. They operate within the wider context of Gallery Collection information and are maintained by a Documentation Assistant.

The Archive has a permanent staff of three – the Archivist, the Assistant Archivist and the Documentation Assistant.

JOB DESCRIPTION

Systems Librarian – Band 6 – Job Ref. LIB/24/01

ROLE SUMMARY AND KEY RESPONSIBILITIES

To assist in the final stage of procurement of an appropriate Library Management System (LMS); to take responsibility for the implementation, operation, maintenance and development of that system; and to provide support and training in its use to Library staff and end users. To develop a strategy for the conversion of the Library's card catalogues, and assist in the roll-out of the recon programme. To play a lead role in developing the Library's Intranet and Internet presence.

MAIN TASKS AND ACTIVITIES

Assist in the procurement of an appropriate Library Management System

- Assist the Head of Department, the Library Cataloguer and other members of the LMS Project Steering Group in the final stage of procurement of an appropriate system

Manage the implementation of the newly-acquired LMS

- Work with the system supplier, the Gallery's IS Department and Library staff on the installation and initial set-up of the system
- Consult with relevant Library staff about their needs and work with them to ensure that the system is configured in the best possible way to meet those needs
- Ensure that any necessary initial customisation is carried out in the shortest possible time
- Work closely with the Cataloguer on the customisation of the system's OPAC
- Ensure that, where feasible, cataloguing data currently held electronically (records created since January 2009 are held in MARC format, older records are held in Word) are successfully migrated to the new system
- Ensure that, where feasible, non-cataloguing data currently held in electronic form (e.g. there is an Access database for periodicals and a WordPerfect database for orders) are successfully migrated to the relevant LMS modules

Maintain and develop the system and associated databases

- Ensure the day-to-day functionality and smooth running of the LMS
- In conjunction with other Library staff, adapt, develop and document working practices and processes to ensure that the LMS is used to best effect
- Trouble-shoot any problems which arise
- Develop and maintain technical documentation on the system and associated databases, for current and future use by Library staff and the IS Department
- Liaise with the system supplier and act as the principal point of contact between the supplier and Library staff
- Liaise with the IS Department over the implementation of upgrades to the system and any other technical issues as required
- Create system reports to provide statistical information as required
- Co-ordinate the development of new services to ensure the continuous availability and improvement of Library databases to staff and users
- Monitor trends and maintain currency on emerging issues relating to library automation, advising the Head of Department on improvements to increase efficiency in working practices

Provide support and training for Library staff and end users of the system

- Produce and maintain up-to-date guides, manuals, instruction packages as appropriate, to ensure resources are used to best effect
- Provide group and individual training/instruction as required

Identify an appropriate methodology for retrospective conversion of the Library's card catalogue records

- Explore and cost retrospective conversion options and develop a strategy for the conversion of the library's card catalogue records
- Work with Development on the identification of possible sources of funding for the retrospective conversion project

Assist in the development and implementation of a phased retrospective conversion programme

- Collaborate with other Library staff on the planning and implementation of the agreed recon programme, rolling this out in stages as funding becomes available

Review and improve the Library's intranet and Internet presence

- Facilitate access to the Library OPAC on the Gallery's intranet
- Improve intranet access to the Library's other e-resources

- Liaise with New Media over the Department's presence on the Gallery's website

Other duties

- Participate in the staffing of the Libraries & Archive Reception Desk
- Provide occasional assistance to the Cataloguer in the creation of appropriate bibliographic records

ORGANISATIONAL ROLE/CHART

The Systems Librarian reports directly to the Head of Libraries and Archive, who in turn reports to the Director of Education, Information & Access. The Systems Librarian works closely with the Library Cataloguer and liaises with the IS Department. The Systems Librarian has no line management responsibility, but may be required to supervise part of the work of the Library Assistant team and/or casual staff who may from time to time be employed in the Library.

PERSON SPECIFICATION

Systems Librarian – Band 6 – Job Ref. LIB/24/01

QUALIFICATIONS

Essential:

- A recognised post-graduate qualification in Library and Information Management, or a graduate with experience in a relevant information management environment

EXPERIENCE

Essential:

- Some experience in a library management (or other complex data management) system support role
- Some experience of data migration from a range of formats into a library management (or other complex data management) system
- Some experience of retrospective conversion of manual catalogue records

Desirable:

- Experience of implementing a library management system
- Project planning experience
- Some experience of original cataloguing, classification and subject indexing

KNOWLEDGE

Essential:

- A thorough understanding of library management systems (or other complex data management systems) and their functions
- Knowledge of data standards such as AACR2, RDA, MARC21, and some familiarity with subject schemes such as AAT
- Some familiarity with the various aspects of library work and an understanding of how these relate to the LMS
- Familiarity with current developments and trends in library information technology

SKILLS AND ABILITIES

Planning and Delivery

Essential:

- Good organisational skills
- Ability to plan and deliver a project within agreed timescales and budget
- Ability to prioritise tasks and projects and work under pressure

Problem Solving and Decision Making

Essential:

- Ability to work on own initiative and take decisions without supervision
- Ability to analyse problems, and to develop and implement solutions that will meet the needs of Library staff and users
- Ability to recommend and implement improvements to processes and procedures with a view to increased efficiency
- Ability to identify and implement functional improvements to the LMS and associated database

Communications and Influencing

Essential:

- Highly developed verbal and written communication skills
- Ability to communicate effectively at all levels within and outside the Department
- Ability to deliver appropriate training to LMS users

Teamwork and Personal Impact

Essential:

- Ability to work collaboratively with Library staff
- Flexible and positive approach



SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Systems Librarian – Band 6 – Job Ref. LIB/24/01

Fixed term appointment for 2 years, due to limited funding.

Salary

This post is on the Gallery's Band 6. Salary is £24,619 – £29,940 pa

Pay Review

Gallery pay bands have a minimum and maximum only and there is no guaranteed progression through pay bands. Pay increases including progression through pay bands are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements.

Hours

The basic hours are 41 a week, including one hour a day for all breaks including lunch. These hours are normally worked over a 5 day week, from Monday to Friday.

Leave

The annual leave allowance is 26½ days with pay. In addition there are 9 days public and privilege holidays.

Probation

The probationary period is 10 months.

Pension

The Gallery (through the Civil Service pension arrangements) offers a choice of pension provision, giving you the flexibility to choose the pension that suits you best. Broadly the contribution rate for most new starters is 3.5% and the scheme provides a pension in line with the retail prices index and benefits in the event of ill health retirement and death.

Smoking

Smoking is strictly prohibited in all parts of the National Gallery. However, in order to meet the needs of smokers, the Gallery had decided to exercise discretion to provide two designated smoking areas outside the main Gallery buildings.

Security Screening

The appointment is subject to the Security Screening, which includes the verification of identity, employment history for the past 3 years, immigration status and criminal records. If appointed you will be subject to periodic re-screening of criminal records every 5 years.

The information above is a summary only of the contractual terms and conditions that will apply to the person appointed. The summary does not represent a contractual commitment and, if there is any variation between it and the contract offered on appointment, the contract will apply.

NON-CONTRACTUAL TERMS, CONDITIONS AND OTHER FACILITIES

Our staff café offers a range of subsidised hot and cold meals and snacks.

Staff discount of 25% on all products bought from the Gallery's shops, and on food and drinks in our public self service Café, Espresso Bar and Restaurant. Additionally, a higher discount of 50% is available on hot drinks in the self service Café and the Espresso Bar.

Free admission to our charging exhibitions and 4 complimentary guest tickets to our charging exhibitions.

Use of our library, which is not open to the general public.

Free entry or a concession at a number of museums and galleries.

Free occasional staff lectures (normally held between 9.00 – 10.00 am), which cover aspects of the Collection, temporary exhibitions and other topical subjects.

Season ticket loans - with the exception of staff on casual contracts, all staff with at least two months' service, are eligible to apply for an interest-free loan to buy a season ticket for their journey between home and work.

An employee assistance programme (EAP) providing confidential advice and support is available for all staff, and their immediate families. This service is free of charge.

Staff are able to join the Benenden Healthcare Society that works alongside the NHS and provides private medical insurance, and the HSA which is a benefit scheme that helps pay towards a variety of professional healthcare costs such as optical, dental, physiotherapy, osteopathy and hospital stays.

Staff can benefit from a 30% discount on the usual BUPACare prices

Childcare vouchers - staff who are parents can join a salary sacrifice scheme, which enables them to sacrifice a proportion of their salary each month (up to a maximum of £243 per month) in order to purchase childcare vouchers.

Vouchers are exempt from Tax and National Insurance and therefore represent a saving for employees.

Cycle To Work Scheme - staff who are over 18 years old, have successfully completed their probation period and have a contract which will run for more than 12 months from the date of implementation, can sign up to a salary sacrifice scheme which enables them to give up a proportion of their salary each month in order to hire a bicycle from the Gallery. The loan is exempt from Tax and National Insurance and therefore represents a saving for employees. At the end of the loan period, staff will have the opportunity to buy the bike for the fair market value.

TRAINING AND DEVELOPMENT

All employees make a vital contribution to the achievement of the important and challenging aims and objectives the National Gallery has set itself. The Gallery's training and development policy is based on our aim to help you to continue to consolidate and develop further the skills and knowledge you need in order to do your job and make that important contribution to our work.

The Gallery's Training & Development Manager encourages everyone to work with their line manager to identify their professional and personal development needs, planning for the future as well as making sure you've got the skills to carry out your present duties. Together we can then look for the best way to help meet those needs.

Although going on a short course is sometimes the most appropriate thing to do, there are many other types of training and development. Sometimes receiving some coaching 'on the job' is appropriate, or perhaps carrying out some research independently.

Whether or not you attend a course, the training you receive is just the starting point of gaining and developing new skills; it's when you come back to the work place and try to apply what you have learnt that the learning really begins. We encourage staff to see their development as an ongoing process and not just a series of one-off events.

Typical examples of staff development include:

- Involvement in Induction events, to give new staff some Gallery-wide knowledge and understanding of the organisation as a whole;
- Development of IT competence, both in a group and a one-to-one basis;
- Attendance at work-related conferences and seminars;
- Development of knowledge about general organisational issues such as health and safety and fire awareness;
- Financial support to gain a necessary professional qualification.
- Participation in the Gallery's Management Development Programme.

We ask for feedback from you after every training event so we can see whether you got from it what you needed. And your line manager will keep your development under review, both through your annual Performance Review and Development process and through the quarterly reviews during your period of probation.

Though we cannot do the learning for you, we are determined to help you do so

while you're here.

COMPLETING YOUR APPLICATION FORM

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the position. Please ensure that the information provided is reliable, accurate and true.

The application is available in a PDF format for completion on paper, or Word format, if you would prefer to type your application.

We do not accept applications via email.

If you have any questions on the information you should provide please contact the Human Resources Department. However, here is some guidance concerning sections of the application form which we hope will be of assistance:

Employment History (part 4 of the application form)

Due to the value of our collection the Gallery undertakes extensive pre employment screening. As part of our security screening process we need to account for all of your time over the past 3 years. Therefore you are required to provide contact details of employers and others who are able to verify the information you have provided. However we are interested in all of your relevant work experience so please provide us with your career history.

Supporting Information (part 8 of the application form)

In this section you should provide any information that supports your application. By using the person specification, it would be helpful if you could outline how your skills, knowledge and experience match the requirements of the post.

Declaration (part 10 of the application form)

In order for your application to be considered, we ask that you agree to the declaration statement and sign it.

Before returning your form to us, please check that you have:

- Ensured the job title and job reference number are shown on the front of the form
- Completed the Equal Opportunities Form
- Completed the Guaranteed Interview Form (if applicable)

Acknowledgement

If you wish us to acknowledge receipt of your application form, please include a stamped, self-addressed postcard.

All candidates will be notified of the outcome of their application by post.

OUR RECRUITMENT PROCESS

Application

- The closing date for this post is 6.00pm on 23rd November 2009.
- Please send your completed application quoting job ref. LIB/24/01 to Recruitment, Human Resources Department, The National Gallery, Trafalgar Square, London WC2N 5DN

We prefer applications to be sent by mail but if you do deliver your application by hand, please write clearly on the envelope the job title, the job reference number and the date on which you are delivering it.

Shortlisting

After the closing date all applications will be reviewed. Please note that it is not our practise to provide feedback to unsuccessful applicants at this stage.

Interview

The interviews will take place the week commencing 30th November 2009. Shortlisted candidates will be interviewed by a panel which may normally include a representative from the HR department. The recruiting manager will also always sit on the panel. If you are shortlisted you will be notified of the panel members in the letter inviting you to interview.

All candidates who have been invited for the interview will receive a letter notifying them of the outcome.

Pre employment Screening

Due to the value of our collection the Gallery undertakes extensive pre-employment screening. Offers of employment are subject to pre-employment screening which includes security screening, health screening and references. Security screening requires verification of identity, employment history for the past 3 years, immigration status and a criminal record check. Because this process normally takes a month or more and Gallery Assistants are key operational staff, we collect the information required for those invited to interview.

If you are successful

Following the selection process, successful candidates will be contacted and a conditional offer of employment will be made. Before any offer of appointment can be confirmed and start dates agreed, we must first complete the Security Screening, health checks and reference checks.

We will request your signed consent before approaching any third parties for further information.