NATIONAL GALLERIES OF SCOTLAND

**INFORMATION OFFICER M365**

Full-time, Fixed Term (2 years)

Salary £26,719 - £29,182 per annum pro rata (Band 6)

Part-time applications will be considered

Plus generous benefits package

Hybrid / flexibleworking

**ABOUT THE ROLE**

Are you looking to expand your current IT skills in a role where you can help improve processes using Microsoft 365? If so, we have a fantastic opportunity for you to join us.

This is an exciting and key role supporting the setup of Microsoft 365 (M365), primarily Microsoft Teams and SharePoint Online, to facilitate collaborative working with improved records management and information security. As part of the M365 project, you’ll be involved in an interesting and wide range of activities that includes engaging with colleagues to gather information, planning how to implement this project, writing governance, and training materials, and delivering training to help colleagues communicate, collaborate, and manage their files securely.

There is plenty of opportunity to learn new skills and develop in this role.

**Project Background**

We’ve invested in Microsoft 365 (M365) to allow colleagues to work anywhere on different devices. Currently, colleagues can use Outlook, OneDrive, Teams chats, calls and meetings, and a SharePoint Intranet Hub site with communication sites. This M365 project mainly focuses on setting up Microsoft Teams and SharePoint Online to facilitate collaborative working, information security and in-situ records management. SharePoint online document libraries with columns and metadata will become the primary storage location for team and group files, replacing network drives and personal OneDrive folders and files currently used for this purpose. We are running trials before fully implementing M365 and will be taking a more agile learn-as-we-go approach to delivering this project.

**THE DIFFERENCE YOU’LL MAKE**

As a member of the Planning and Performance Team, you will help us comply with various information, records, and personal data legislation. Working as part of a cross-divisional M365 project team you will help to:

* Gather information from across the Galleries to inform the setup of Microsoft Teams and SharePoint Online.
* Engage with colleagues to determine how they work, who they communicate and collaborate with, and how they currently manage files.
* Populate an Information Asset Register and Record of Data Processing Activities and refine the Records Retention Schedule.
* Research M365 information security and records management capabilities and setup.
* Translate information gathering findings into functional recommendations for the setup of M365 – what groups, teams, sites, libraries, columns, and metadata do we need?
* Produce governance and training content to ensure we manage and use M365 effectively.
* Train colleagues face-to-face and online to use M365 applications so they can collaborate, communicate, and manage their files securely.
* Develop and promote the use of the SharePoint Intranet and Yammer, as well as any other collaboration or communication apps we may use in future.
* Address any queries or problems and escalate any you cannot answer or resolve to the relevant people or teams.

**WHO WE ARE LOOKING FOR**

When applying and answering our quick questions please tell us more about you, how you meet the requirements, and what you will bring to the role. This will be your opportunity to stand out as well as tell us what you are looking for from us. To succeed in this role, you’ll need the following range of knowledge, skills, and experience:

* You must have information, records, or relevant IT qualifications
* Experience of communicating and engaging with many people
* Experience of gathering material and examining it
* Ability to write governance or training material
* Ability to deliver face-to-face or online training
* Excellent problem-solving skills

**Desirable**

* Experience of using Microsoft Teams, SharePoint Online, and other M365 apps
* Knowledge of the Public Records (Scotland) Act (2011)
* Experience of working in a cross-divisional team to deliver a project

**ABOUT US**

The National Galleries of Scotland (NGS) is home to one of the world’s finest collections of art, which ranges from the Middle Ages to the present day. Our spectacular buildings house the world’s greatest collection of Scottish art, and a world-renowned collection of Scottish and international photography, welcoming many visitors to our three principal sites in Edinburgh: the Scottish National Gallery, the Scottish National Gallery of Modern Art, and the Scottish National Portrait Gallery. The National Galleries of Scotland aims to preserve, display, and augment the collections for the enjoyment and education of the widest possible public and to maintain NGS as a centre of excellence.

This is an exciting period of renewal for NGS, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We’re making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We’re finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

‘Art for Scotland: Inspiration for the world’ is Our Vision. Inclusive, original, and ambitious – we will make the national collection accessible to all and inspire curiosity across the world.

At NGS we are committed to looking at how we operate as well as how we engage with our visitors and communities. We want to play our part in tackling the Climate Emergency. We will ensure Equality, Diversity, and Inclusion (EDI) is embedded across our organisation, ensuring everyone feels a sense of belonging and can be themselves.

NGS are working towards reducing our environmental impact and aim to have net-zero carbon emissions before 2045. Our response to the Climate Emergency and EDI is integral to our work and all our colleagues and departments play a part in achieving this. Our primary Climate Emergency focus areas are engaging our communities, improving our operations, and adapting to future climate changes.

**WHAT’S ON OFFER FOR YOU**

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We want to tell you what we can offer you. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

**Salary**
£26,719 - £29,182 per annum pro rata. Starting salaries will normally be at the minimum rate depending on experience.

**Hours**
37 hours per week excluding a one-hour unpaid lunch break each day. Part time hours will be considered.

**Holidays**
When you first join, you’ll get 25 days annual leave per year plus 11.5 public and privilege holidays pro-rata depending on hours. After 5 years your annual leave will increase to 30 days.

**Where you’ll be based**

You’ll be based at the Scottish Gallery of Modern Art, 73 & 75 Belford Road, Edinburgh. Free car parking is available on site.

**Pension**
We are a [Civil Service Pension](https://www.civilservicepensionscheme.org.uk/?msclkid=c66726e5d05f11eca5bc876f849a8989) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](https://www.civilservicepensionscheme.org.uk/your-pension/managing-your-pension/contribution-rates/) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 27.1% for this role.

**Other benefits**

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

**The closing date for completed applications is Sunday, 15 January 2023**

Interviews will be held on 24 January 2023

*Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.*



*National Galleries of Scotland is a charity registered in Scotland (No. SC003728)*