



Records Manager

Permanent and Part Time (21 hours per week)

Salary £34,944 - £38,128 per annum pro rata (pay award pending)

Plus generous benefits package

Hybrid / flexible working

About the role

Bring your records management expertise to the National Galleries of Scotland and play a vital role in shaping how we manage, preserve, and protect our information for the future.

We're looking for an experienced and proactive Records Manager with a strong track record in developing and implementing effective records management systems and processes. In this role, you will be responsible for implementing the records management plan for the organisation in line with the Public Records (Scotland) Act 2011. You'll work with colleagues to develop classification schemes, implement retention schedules, and oversee systems that support both current business needs and the preservation of our historical corporate records. This is a hands-on position with real influence, giving you the opportunity to shape how information is managed.

Working across all four of our amazing Galleries based in the heart of Edinburgh, you will embed best practice and help to build a culture of effective and efficient records management across the organisation.

You'll combine excellent organisational and strategic thinking skills with the ability to train and support colleagues. Strong communication will be key, enabling you to engage with stakeholders at all levels and provide clear, practical guidance. You will also bring sound knowledge of information legislation and excellent IT skills, particularly in Office 365 and SharePoint, with the confidence to apply these in a practical, solution-focused way.

Working 21 hours (3 days) per week there is flexibility with which days of the week you work. This can be discussed and agreed on offer.

The difference you'll make

As part of our enthusiastic and dedicated IT team you'll report directly to our Chief Technology Officer. Your responsibilities will include but not be limited to:

- Implementing an effective and consistent records management approach across the organisation:
 - Roll-out of the records management plan (RMP) across the organisation.
 - Embedding of records management principles and building capacity for staff to manage records efficiently and effectively in line with the RMP.
 - Provision of training and support to colleagues.

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- Implementation and monitoring of retention schedules for the organisation.
- Developing, implementing and maintaining a business classification scheme, consulting with colleagues on its development.
- Annual assessment of the RMP and review of policies and procedures.
- Management, development, configuration, and implementation of systems or technology solutions to support records management as required.
- Liaising with the Governance and Compliance Manager to ensure compliance with Freedom of Information, Data Protection and other information legislation.
- Establishing a system for management of the historical corporate records, ensuring that appropriate documents are lodged with National Records of Scotland.
- Control and management of off-site records storage.
- Reviewing of processes around the management of Intranet content, including approval of documents for uploading.

Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Good degree or equivalent career achievements.
- Proven track record in professional records management with experience of developing records management systems and processes.
- Ideally you will also have a good knowledge and understanding of the Public Records (Scotland) Act 2011.
- Ability to understand organisational structures, processes, requirements and issues, and their impact on records management.
- Experience of training and supporting staff in records management processes and procedures.
- Ability to think strategically.
- A broad understanding of relevant Scottish, UK, and EU information legislation.
- Ability to provide advice and guidance to senior management.
- Excellent communication and interpersonal skills with the ability to write clearly and concisely.
- Excellent IT skills including Office 365 and SharePoint.

It would also be great if you have:

- Project management experience.
- Previous experience in an arts or cultural organisation.

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd

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expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

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 offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£34,944 - £38,128 per annum pro rata (pay award pending). Starting salaries will normally be at the minimum rate depending on experience.

Hours

21 hours (3 days) per week with a one-hour unpaid lunch break each day. There is flexibility with the working days which can be discussed and agreed on offer. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies.

Holidays

When you first join, you'll get 36.5 days holidays per year pro rata (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days per year pro rata.

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Where you'll be based

You will be based at the Modern, 73 and 75 Belford Road, Edinburgh, EH4 3DS where free car parking is available on site. However, you'll work across all of our Galleries based in the heart of Edinburgh - the National, Portrait, and Modern (One and Two).

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) 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 28.97% 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 12 noon on Thursday, 30 October 2025.

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