University of Edinburgh

1. Job Details
Job title: Conservation Assistant (Research Resources in Medical History [RRMH] project)  
School/Support Department: IS/Library, Museums and Galleries  
Unit: Lothian Health Services Archive (LHSA)/Collections  
Line manager: Lothian Health Services Paper Conservator

2. Job Purpose
To conserve the Royal Edinburgh Hospital collection of clinical case notes according to the treatment specified in the RRMH grant application.

3. Main Responsibilities

<table>
<thead>
<tr>
<th>Approx. % of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Carry out and document all required preservation and conservation work in accordance with the RRMH application in order to complete the project to a high standard on time and on budget.</td>
</tr>
</tbody>
</table>

4. Planning and Organising
Follow weekly and monthly work targets set by the LHS Paper Conservator in consultation with the RRMH Project Conservator as laid out in the project application.

5. Problem Solving
Not applicable.

6. Decision Making
Careful assessment of the condition of collection items must be undertaken in order to provide appropriate conservation treatment, for example evaluation of the extent of surface dirt to guide the level and method of cleaning. The LHSA Preservation and Conservation Policy (in draft), the LHS Paper Conservator and the RRMH Project Conservator offer guidance on this and where more unusual types, or more extensive, damage is observed. All major decisions are made in collaboration; LHS conservation staff primarily guide matters concerning preservation, while LHS archive staff primarily guide any matters concerning cataloguing and access.

7. Key Contacts/Relationships
Contact with LHSA staff in order to report on project progress and ensure integration within LHSA as a whole.

8. Knowledge, Skills and Experience Needed for the Job
Excellent manual dexterity, a proven aptitude for conservation and basic IT skills are essential. Although no professional qualification in conservation is required, some basic understanding of the principles of paper conservation and/or previous relevant work experience are desirable.

9. Dimensions
This post carries a considerable level of responsibility difficult to convey adequately in previous sections of the job description. Conservation treatment within this project must be carried out to an extremely high standard and any errors or inconsistencies will have serious consequences for this case note series both in terms of its long-term preservation and the ability to effectively access it in the future.
10. Job Context and any other relevant information
LHSA is an area-wide, non-SHEFC funded, cross-sectoral organisation founded jointly in 1980 by LNHSB and UE, with support from the National Archives of Scotland. It moved to the Library in 1988. It is the largest and, arguably, the leading NHS health archive in the UK. A significant proportion of its administrative, and especially clinical case note holdings, are nationally important historical documents. Some collections are internationally important (e.g. those relating to the Royal Infirmary and the Edinburgh HIV-AIDS epidemic in the 1980s and 1990s). It has a UK-wide reputation for the preservation and digitisation of archival case notes and for supporting and contributing to project-based academic research.