



## The National Archives

### Context:

The Legislation Services Team is based in Kew. It is responsible for the publication of UK legislation and making revised legislation available to the public via the [www.legislation.gov.uk](http://www.legislation.gov.uk) website. This website, launched in 2010, has brought the profile and the work of the team to a wider audience of professional users as well as the general public. The Legislation Services Team is currently embarking on a project to involve external expert participants in the process of revising legislation which will involve many changes to office processes and systems. This provides a unique opportunity to contribute to this development and develop this new job role within the changing office environment

Reports to: Data Manager

### Role and Responsibilities

- \* Take responsibility for investigating, and resolving errors and revised data quality issues on the website. Including liaising with contractors and external users and testing system upgrades and assessing data impact
- \* Become the point of contact for internal and external customers and contractors for website issues relating to display of revised data and problems encountered updating documents
- \* Update legislation on the database using a bespoke XML authoring tool, applying amendments and other effects and writing appropriate annotations to a standard of accuracy fit for publication on the website
- \* Work as part of a team of Legal Editors, sharing knowledge and best practice to maintain consistency of approach and to ensure a high quality of content expected by SLD customers

### Person Specification

#### Essential:

- \* Law degree or relevant experience of legal editing or a demonstrable ability to interpret and apply complex information
- \* Commitment to providing a professional service including demonstrable understanding of importance of quality standards, timescales and the impact of decisions on users and public services
- \* Ability to interpret complex information and make decisions using sound judgement, seeking advice as required
- \* Good time management skills; experience of working to tight deadlines and the ability to work well under pressure with little supervision, prioritising appropriately and pro-actively
- \* Excellent attention to detail
- \* A flexible and self-motivated approach to tasks including the ability to work within a team or independently as required.
- \* Good communication skills, both written and oral, experience of communicating appropriately to a variety of audiences
- \* Good IT skills, particularly Microsoft Office Word, Excel and Access
- \* Experience working with XML data

#### Desirable:

- \* An aptitude for quickly mastering functionality of new IT systems and processes and the ability to communicate this knowledge to others
- \* Experience of working with databases or content management systems
- \* Experience of publishing, proofreading or editorial work
- \* An interest in legislation or web publishing

### Additional Information

Health and Safety Risk Assessment

Normal office environment

Location  
Kew, West London

Working Arrangement  
Full-time/Permanent

Band  
D

Starting Salary  
£20,545 - £27,955

plus generous benefits package, including pension, childcare vouchers, sports and social club facilities, onsite gym, subsidised staff restaurant and opportunities for training and development.

How to Apply

To submit your application please click the 'Apply for this job' button at the bottom of this page. Additionally, please upload a supporting statement.

Supporting Statement

Please explain how you meet each point in the person specification. You may draw on knowledge, skills, abilities, experience gained from paid work, domestic responsibilities, education, leisure interests and voluntary activities. Please note selection for interview will largely be based on the information you provide in this section. Please write on separate sheets, but remember to put your name and post applied for on each sheet.

For Further Information

Please contact the Recruitment Team on 020 8392 5359.

Closing Date

Thursday 31st May 2012 at midnight

Interviews

To be confirmed

<b>Location:</b>	Kew, Richmond
<b>Category:</b>	Legal
<b>Duration:</b>	
<b>Type of Contract:</b>	Permanent
<b>Hours:</b>	Full Time
added: May 17, 2012	deadline: May 31, 2012

More information: [http://ig24.i-grasp.com/fe/tpl\\_nationalarchives02.asp](http://ig24.i-grasp.com/fe/tpl_nationalarchives02.asp)