



Job Description

Job Title:	Project Assistant		
Department:	Strategic Projects	Location:	Cnoc Soillier
Grade:	NSUP21		
Report To:	Lecturer Archaeology		

Job Purpose:

UHI NWH will employ a Project Researcher to support the Project Coordinator in the delivery of the Barra and Harris Unearthed project.

The Project Researcher will be responsible for carrying out desk-based research required for the successful development and delivery of the augmented reality smart device app and the mixed media exhibitions. The desk-based research will focus on six key archaeological sites across Barra and Harris; Northton, Dun Borge and Bunabhainneader 20th century whaling station Isle of Harris, and Dun Bharpa, Allasdale and Cille Bharra. The Project Researcher will summarise existing information about these sites as well as relevant contextual information. The Research Assistant will also be responsible for liaising with a wide range of specialists and sourcing, accessing and assessing original data and material. The Research Assistant will liaise with the app developers to ensure that accurate archaeological information is communicated through the reconstructions. The Research Assistant will also be responsible for working with and consulting community groups and local schools during product development workshops.

The Project Researcher will report to, and be line-managed by, the Project Coordinator. The Project Assistant will work closely with the Project Coordinator and the Project Advisory Group.

Context

Key Accountabilities

Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

- Summarising existing archaeological resources relating to key archaeological sites
- Consulting academic researchers and specialists, organisations, museum and other heritage organisations
- Selecting appropriate information and material to be included in the augmented reality smart device app and liaising with app developers to ensure this information is communicated accurately.
- Selecting appropriate information and material to be included in the mixed media exhibitions

- Consulting relevant community groups/hosting community events, including working with local schools, STEM and Technology Groups
- Supporting Project Coordinator
- Contributing to Project Meetings as appropriate
- Liaising with Project Partners and the Project Advisory Group
- Other duties relevant to the successful delivery of the project, as appropriate
- Summary of research for each of the seven key archaeological sites
- Selection of content for the augmented reality smart device app
- Selection of content for the mixed media exhibitions
- Accessing material (artefacts, images, photographs, maps) and obtaining required copyright and/or other permission for use within the project
- Arranging audio and/or video recordings with specialists as appropriate and obtaining required permissions for use within the project

Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

General

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

Appendix: Personal Attributes Framework Leadership – Providing direction, inspiration and encouragement to others

- Acts with confidence guiding the activities of colleagues, students and/or visitors
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations
- Understands importance of having a strong sense of purpose and common goal
- Understands how own role contributes towards meeting organisational goals
- Takes responsibility and is accountable for own actions
- Is able to objectively assess own strengths and limitations
- Delivers a friendly and professional service to learners, customers and staff
- Reflects positively on feedback and responds proactively
- Ensures colleagues and line managers are kept informed of activities
- Listens effectively and shows empathy to others' needs and feelings

Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

Performance – Managing performance of teams across the college and creating development opportunities

- Seeks ways to improve own learning and self-development
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.
- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.
- Seeks and analyses feedback and takes positive action.
- Keeps customers updated on progress

- Aims to deliver agreed targets to timescale
- Manages customer expectations diplomatically and tactfully
- Pursues service excellence in line with college vision, commitments and standards
- Takes responsibility for following through on customer enquiries
- Supports and promotes a customer focused culture.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree level educated in archaeology. 	
Experience	<ul style="list-style-type: none"> Experience of working with community groups Experience of working in archaeology or heritage sectors 	
Knowledge & Skills	<ul style="list-style-type: none"> Knowledge and understanding of Scottish Archaeology Knowledge and understanding of archaeological research in the Western Isles Knowledge and understanding of the role of digital methods in archaeology and broader heritage tourism An understanding and awareness of heritage tourism in Scotland Excellent research and analytical skills Excellent verbal and written communication skills Excellent organisational and interpersonal skills Ability to plan, organise and prioritise multiple project tasks independently in order to meet deadlines and complete tasks in an accurate manner Skilled team player with the ability to work collaboratively and effectively with a variety of stakeholders Advanced skills and proficiency in word processing, spreadsheets and other software applications necessary for professional report writing and publication 	
Personal Qualities*	<ul style="list-style-type: none"> Ability to act as ambassador for the College in high level external contexts Also: see personal attributes framework 	

Other	<ul style="list-style-type: none"> • Commitment and ability to undertake and/or continue professional development in a relevant discipline • Be willing to work flexible hours when necessary to meet requirements of the post • Be willing to regularly travel on College business, between centres, UHI and within Scotland • Satisfy appropriate Disclosure Scotland checks 	<ul style="list-style-type: none"> • Hold a UK Driving License
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*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is for 35 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a part-time, temporary post from January 2026 to May 2027
Salary	The salary for this post is on Support Scale Point 21, (£31,458 per annum) pro-rata. Plus Islands Allowance
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will be based primarily at our Cnoc Soilleir Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

