

Interaction Designer (Digital Archiving)		THE
		NATIONAL
Job Description		ARCHIVES

**Department** Digital Archiving – Access Team  
**Reports to** Senior Interaction Designer  
**Line manages** None  
**Band** Band E  
**Location** Kew

<p><b>Job Purpose</b></p> <p>This role is part of the Access Digital Records team in the Digital Archiving department. As part of this team, you will be working on the Access Your Records service. With the potential to work on other access services in the future.</p> <p>Access Your Records (AYR) is an access service for born digital records. AYR will provide government departments with continued access to their records once they have been transferred to The National Archives. These records may include sensitive content and will often be subject to access restrictions.</p> <p>AYR is currently in an Alpha phase, exploring a proposed technical architecture for the service as it progresses into private Beta.</p> <p>The Access Digital Records team are committed to improving and developing this service. We are looking for an Interaction Designer to join our small multi-disciplinary team and grow their skills.</p> <p>You will have excellent front-end design skills, and a passion for usability and accessibility. You will thrive working collaboratively in a product focused multidisciplinary team and will have experience working with Agile principles.</p> <p>This role would suit someone who is motivated to make public records accessible and enjoys working in the open in a multidisciplinary agile team.</p>
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<p><b>Role and Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Communicate and collaborate effectively within your team to ensure all work meets identified user need.</li> <li>▪ Design, share and test prototypes using appropriate methods such as paper prototyping, wire-framing and the creation and validation of dynamic prototypes in HTML and CSS.</li> <li>▪ Create accessible and inclusive design concepts and improve and enhance existing services to better align them with user needs and business requirements. Meet WCAG accessibility standards and understand accessibility requirements so that services are inclusive.</li> <li>▪ Contribute to The National Archives’ development guidelines, design patterns and visual identity language</li> </ul>
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- Work across multidisciplinary product teams alongside product and delivery managers, user researchers, performance analysts, content and interaction designers, front and back-end developers
- Engage actively with Agile working practices and maintain high levels of motivation and performance
- Liaise with key stakeholders, building relationships, acting as a strong advocate for TNA's digital services and ensuring that the needs of the users and the business are met effectively

#### Working Conditions

- Normal office environment
- Display Screen Equipment user

#### Person Specification

##### **Essential Criteria:**

- Experience of User Centred Design with the ability to take ideas from concept through to completion to create services which meet user needs in a way that is clear for all audiences.
- Experience with design prototyping software, such as Axure.
- Experience with modern development approaches including Agile (such as Scrum and Kanban)
- Excellent interpersonal and communication skills, with the ability to engage with stakeholders of various levels. Work collaboratively in the open and proactively share knowledge.
- Enthusiastic about developing your knowledge, sharing knowledge with others and open to code review and offering and receiving constructive feedback
- Solid understanding of accessibility as well as progressive enhancement experience to design immersive interfaces that work across the full spectrum of older and newer browsers.
- Portfolio of successfully completed user interface development projects, produced in a professional environment for multi-device use. You should be able to take ideas from concept to execution.

##### **Desirable Criteria:**

- Understanding of version control with Git and GitHub
- Awareness of the fundamental frontend technologies - HTML, CSS (including pre-processors such as SASS) and JavaScript.
- Experience of delivering digital services in accordance with GDS Service Manual and Technology Code of Practice

#### Other Requirements

- SC-level Security Clearance or willingness to obtain SC clearance is mandatory for this role and requires that you have lived in the UK for the last 3 years. The length of required residency may depend on individual circumstances.
- Although TNA normally operate a hybrid working arrangement we are open to the possibility of home based working for this particular role.

*We are committed to continually improving the diversity of our workforce and therefore encourage applications from people of colour, the LGBTQI+ community, the trans community, those who are neuro diverse, and those with a disability.*