

## JOB DESCRIPTION

<b>Post Title: Senior Archivist</b>	<b>Service: Information Services</b>	<b>Office Use</b>	
<b>Grade: Band 7</b>	<b>Workplace: Northumberland Archives - Woodhorn</b>	<b>JE ref: 3287</b>	
<b>Responsible to: Head of Archives</b>	<b>Date: August 2017</b>	<b>Manager Level:</b>	

**Job Purpose:** To be responsible for some aspects of the operational management of Northumber Archives particularly around delivery of public services including searchroom services, volunteer projects and the development and delivery of education and outreach services.

<b>Resources</b>	Staff	Directly responsible for two professional members of staff plus regular management of volunteers and casual members of staff as and when required.
	Finance	Responsible for accessing and managing external grants to deliver project activity up to the value of £150k. In addition, the postholder is responsible for costing and delivering activity under consultancy contracts to third party clients including Universities and specialist historical organisations.
	Physical	Responsible for a large physical and digital body of historically significant Archive material making up the Northumberland Archive Collection.
	Clients	Leads, develops and oversees services that have a significant impact upon the well being of service users. Dealing with members, the public and partner organisations, to deliver effective management of some aspects of the management of Northumberland Archives at Woodhorn and providing support in agreed service areas to our Northumberland Archives office at Berwick-upon-Tweed.

### **Duties and key result areas:**

- 1) To oversee and ensure successful operation of the public service activities of Northumberland Archives, directing and line managing staff in each area;
  - a) Operation of the study space and research services to the public.
  - b) To work with the Head of Collections and Senior Archivist (Berwick) to develop and manage a high quality Archive Education Service
  - c) To work with the Head of Collections and Senior Archivist (Berwick) to develop and manage a programme of high quality outreach activities.
  - d) Managing volunteer projects
  - e) Application of Northumberland Archives collection across public programme and commercial activities.
- 2) To participate in the rotas at Woodhorn and Berwick-upon-Tweed
- 3) To participate in Northumberland Archives cataloguing programme.
- 4) To participate in on-going recruitment at Woodhorn and Berwick-upon-Tweed.
- 5) To represent Northumberland Archives in meetings with stakeholders, funders, sponsors, customers, depositors and suppliers.
- 6) To work with colleagues to ensure the strong integration of services at Woodhorn and Berwick-upon-Tweed.
- 7) To participate in Northumberland Archives senior management team and advise upon the services strategic development.
- 8) To identify training needs and participate in the training of direct report staff.
- 9) To manage expenditure of identified budget heads and to meet related income targets with the annual budget.
- 10) To work with the Head of Collections and Senior Archivist (Berwick) to develop and implement a rolling five year programme of revenue growth for Northumberland Archives
- 11) To work with the Head of Collections and Senior Archivist (Berwick) to drive the development of Northumberland Archives commercial business (including the use of funds development and delivery of consultancy services).
- 12) To take reasonable care for your own health and safety at work, for that of service users and for other persons who may be affected by your actions or

omissions at work.

13) To participate in the identification of personal training and development needs and to make full use of all training and development opportunities

14) To undertake such other duties as consistent with level, nature and grade of post.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

### **Work Arrangements**

Transport requirements:	Will involve travel to meeting venues, area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours but flexi-hours may apply if colleagues provide cover. Part of Saturday Searchroom cover rota for Woodhorn
Working conditions:	Possible attendance at evening meetings. Mainly indoors with some exposure to working in unoccupied office space and outdoor environments.

## PERSON SPECIFICATION

<b>Post Title:</b> Senior Archivist	<b>Service:</b> Information Services	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
Graduate degree Post-graduate qualification in Archive Administration. Knowledge of archival standards, particularly in cataloguing standards. Knowledge of current legislation in relation to archives Knowledge of professional archives issues. KNowledge of family history and techniques. Knowledge of archival sources. Knowledge of modern conservation practices. Working towards or a Registered member of ARA.	Be able to demonstrate participation in CPD beyond professional qualification. Familiarity with digitization procedures.	
<b>Experience</b>		
At least 3 years experience of working in a Local Authority Archive Experience of managing staff or volunteers. Experience of collection management and cataloguing of records. Experience of operating public enquiry services. Experience of using the CALM cataloguing system or similar.	Experience of delivering archival education activities to school groups and young people Experience of securing external funding and managing relationships with funders. Experience in organising and delivery archive outreach activity. Experience of managing 3rd party contracts. Experience of delivering research consultancy services to 3rd party organisations.	
<b>Skills and competencies</b>		
Strong IT skills Strong research skills. Ability to write effectively. Ability to manage staff. Ability to work effectively as part of a team Ability to communicate effectively with colleagues and with users. Ability to take on new concepts. Ability to work to deadlines. Ability to work effectively with minimum supervision. Ability to work with unwieldy records and to handle delicate records sensitively.	Web authoring skills	
<b>Physical, mental, emotional and environmental demands</b>		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration.		

Some contact with public/clients in dispute with the County Council. Some exposure to working outdoors.		
<b>Motivation</b>		
Professional attitude to work. Pleasant and personable nature. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated Works with little direct supervision.	An interest in family and local history and the history of Northumberland.	
<b>Other</b>		
Able to meet the transport requirements of the post Ability to lift and carry records material		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits