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| **Job Description** |
| **Post title** | Archivist (Cataloguing) |
| **JE Reference No** | N8021 |
| **Grade** | 7 |
| **Service** | Resources |
| **Service Area** | Transformation – Information Management, County Archivist  |
| **Reporting to** | The postholder will be managed by the County Archivist |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is not eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The postholder will provide professional expertise to assist in the development of the County Record Office and the management and exploitation of its archives. The key focus of this post is detailed cataloguing, and associated collections management duties such as appraisal, accessioning, and cataloguing priorities.

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| **Duties and responsibilities** |

Listed below are the duties for which this role will be primarily responsible:

* Contribute to collections management, particularly:
	+ specialist cataloguing of a range of archives, including major collections, using a bespoke cataloguing database with integrated collections management modules
	+ accessioning procedures
	+ cataloguing priorities
	+ professional appraisal processes
* Develop specialised finding aids additional to catalogue information, to enable exploitation of those collections.
* Contribute to the development and utilisation of ICT systems to enhance the provision of Record Office services, particularly cataloguing and related collections management databases.
* Advise and negotiate with potential depositors of archives and carry out surveys.
* Maintain confidentiality and security while working with records containing sensitive personal data or business information.
* Supervise staff and volunteers as required.
* Develop and deliver staff and volunteer training as required.
* Develop and deliver quality user services, both in the Search Room and by providing remote access to archives.
* Give professional advice to staff and customers on the availability of collections in the Record Office and elsewhere.
* Provide specialist assistance in the interpretation of archives, including Latin, palaeography, and legislation.
* Promote the Record Office via presentations, events, group visits and workshops, and facilitate lifelong learning.
* Represent the Record Office as necessary and develop internal and external partnerships.
* Research and prepare exhibitions.
* Commit to continuous professional development.
* Work the contracted hours to meet the needs of the Service which may include some evening and/or weekend work.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | Relevant DegreePost-graduate qualification in archive administration | 1st class or 2:1 degree |
| Experience | Experience of cataloguing large collections of archives, and developing additional finding aids.Experience of organising complex information into an accessible structure.Experience of cataloguing title deeds.Experience of collections management, including accessioning and archive appraisal.Experience of using cataloguing and related collections management databases.Team workingExperience of answering customer enquiries.Experience of supervising staff/volunteers. | Experience of working in a local authority record office.Experience of preparing exhibitions and delivering outreach activities.Experience of developing and delivering talks and workshops. |
| Skills & Knowledge | The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.Knowledge of local government organisation and functions and associated records.Knowledge of a range of archives typically found in a county record office.Ability to catalogue accurately and quickly.Ability to work to deadlines, work under pressure and prioritise tasks.Excellent palaeographical skills.Excellent organisational skills.Excellent ICT skills.Excellent interpersonal and communication skills.Understanding of the need to maintain confidentiality.Negotiating skills.Access to a car or access to a means of mobility support (if driving, must have a current valid driving licence and appropriate insurance).Ability to undertake a physically demanding job.Confidence to climb steps and work at height and in confined spaces.Manual handling skills. | Knowledge of County Durham and its history.Knowledge of Latin |
| Personal Qualities | Self-motivated, able to use initiative.Helpful, can-do attitude.Flexible approach to work, ability to work at different tasks as different demands are made on the Office.Exercise care in carrying out a task at all times.Tact and diplomacyWillingness to work outside normal office hours.Commitment to the aims of and services provided by a County Record Office.Ability to relate well to other members of staff in a small office. |  |