

## 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 Collections</b>	<b>Date: August 2017</b>	<b>Manager Level:</b>	

**Job Purpose:** To be responsible for some aspects of the operational management of Northumberland 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 wellbeing 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 – 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 to develop and manage a high quality Archive Education Service.
  - c) To work with the Head of Collections to develop and manage a programme of high quality outreach activities.
  - d) Managing volunteer projects.
  - e) Application of Northumberland Archives collections 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 service's strategic development.
8. To identify training need and participate in the training of direct report staff.
9. To manage expenditure of identified budget heads and to meet related income targets within 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.	
<b>Work Arrangements</b>	
Transport requirements: Working patterns: Working conditions:	Will involve travel to meeting venues, area offices or training venues throughout the County and further a field on occasion. Normal office hours but flexi-hours may apply if colleagues provide cover. Possible attendance at evening meetings. Mainly indoors with some exposure to working in unoccupied office space and outdoor environments.

# PERSON SPECIFICATION

<b>Post Title: Senior Archivist</b>		<b>Service: Information Services</b>	Ref:
<b>Essential</b>		<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>			
First degree Post-graduate qualification in Archive Administration High level knowledge of archival standards, particularly in cataloguing standards. Knowledge of current legislation in relation to archives. Knowledge of professional archives issues. High level knowledge of family history sources and techniques. High level knowledge of archival sources High level knowledge of modern conservation practices Registered member of ARA		Be able to demonstrate participation in CPD beyond professional qualification. Familiarity with digitisation procedures..	
<b>Experience</b>			
At least 2 years experience of working in a Local Authority Archive. Experience of managing staff and 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 of managing 3 <sup>rd</sup> party contracts. Experience of delivering research consultancy services to 3 <sup>rd</sup> party organisations. Experience of working with volunteers.	
<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 with minimum supervision. Ability to work with unwieldy records and to handle 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.		
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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