

## JOB DESCRIPTION

<b>Post Title: Archivist</b>	<b>Service: Information Services</b>	<b>Office Use</b>	
<b>Grade: Band 6</b>	<b>Workplace: Northumberland Archive - Woodhorn</b>	<b>JE ref: 4048</b>	
<b>Responsible to: Senior Archivist</b>	<b>Date: September 2021</b>	<b>Manager Level:</b>	

**Job Purpose:** To participate in a full range of professional duties across both service points of a busy county archive service.

<b>Resource:</b>	Staff	To be responsible for supervision of some work placements and volunteers as required.
	Finance	None.
	Physical	Responsible for the accessioning and cataloguing of large quantities of digital and physical records across both service points, undertaking searchroom supervision, responding to enquiries and participating in Northumberland Archives programmes of education and outreach activity.
	Clients	Searchroom users, virtual service users, depositors, education and outreach audiences, project partners and Northumberland County Council colleagues.

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

- 1) To undertake a full range of professional duties that will include the following:
  - a) Accessioning and cataloguing of digital and physical records at both service points – Berwick and Woodhorn – ensuring that cataloguing standards and targets are met.
  - b) Participation in the searchroom rota.
  - c) Participation in our programme of digital preservation of born digital records using PRESERVICA and assisting in the development of digital preservation procedures and training for all staff.
  - d) Participation in our programme of virtual and face to face outreach activity.
  - e) Working with colleagues to develop and deliver our schools and higher education offer.
  - f) Preparing content for social media and blog posts.
- 2) To supervise the work of staff supporting these activities.
- 3) To produce reports on progress of these activities as required.
- 4) To negotiate the deposit of new collections under the direction of the Head of Archives.
- 5) To provide a specialist advisory service for information outside of the competence of Senior Archive Assistants dealing with complex mail, e-mail, face to face and telephone enquiries.
- 6) To represent the Service in meetings with customers, depositors and suppliers.
- 7) To manage the work of volunteers and work placements as required.
- 8) To work with colleagues to meet agreed income targets.
- 9) To take reasonable care for your own health and safety at work, for that of services users and for other persons who may be affected by your actions or omissions at work.
- 10) To participate in the identification of personal training and development needs and to make full use of all training and development opportunities.
- 11) To undertake such other duties as consistent with level, nature and grade of the post.

<b>Work Arrangements</b>	
Transport requirements:	Will involve travel to Berwick Record Office and meeting venues, offices or training venues throughout the County and further afield on occasion. Normal office hours but flexi-hours may apply if colleagues provide cover. Participation in weekend rotas and possible attendance at evening meetings. Mainly indoors with some exposure to working in unoccupied office space and outdoor environments.
Working patterns:	
Working conditions:	

## PERSON SPECIFICATION

<b>Post Title: Archivist</b>	<b>Service: Information Services</b>	Ref:
<b>Essential</b>	<b>Desirable</b>	Assessed by
<b>Qualifications and Knowledge</b>		
First degree Post-graduate qualification in Archive Administration. High level knowledge of archival standards, particularly in relation to cataloguing. Knowledge of current legislation in relation to archives. Knowledge of professional archives issues. Knowledge of digital preservation theory and processes. High level knowledge of family history sources and techniques. High level knowledge of archival sources	Familiarity with modern conservation practices. Familiarity with digitisation procedures.	a,i.
<b>Experience</b>		
Experience of working in a Local Authority Record Office Experience of collection management and cataloguing of records. Experience of using a digital preservation system such as Preservica. Experience of operating public enquiry services. Experience of using the CALM cataloguing system.	Experience of working with school groups and young people. Experience of working with volunteers. Experience of using archives creatively.	a,i,r.
<b>Skills and competencies</b>		
Strong IT skills Strong research skills. Ability to write effectively. 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 produce work of a consistently high standard. Ability to work with unwieldy records and to handle delicate records sensitively.	Web authoring skills	a,i,r.
<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		a,i.

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.	a,i,r.
<b>Other</b>		
Able to meet the transport requirements of the post Ability to lift and carry Archives material		a,i.

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