

Reports to: **Archives Lead**

Evaluation: **520 points** Grade: **N7**

Direct reports: **Staff as allocated**

Reference: **A5787**

Purpose

To undertake the day to day management of staff and professional activities relating to the acquisition and preservation of archives and their use by the public.

Main Duties

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. Deliver a comprehensive public service that is audience driven and provides appropriate access to collections.
2. Day to day management of staff and volunteers
3. Develop the archives collections, ensuring that they are properly cared for and made accessible in line with relevant standards, legislation and NEM policies.
4. To advise users on how best to access, use and interpret archives, and to respond to enquiries from members of the public and other users, partners and stakeholders.
5. Promote the Archives Service, including through digital and social media, exhibitions, presentations, talks; attending meetings and working groups as required.
6. Provide specialist advice on the archives collections, relevant standards and legislation, and sector developments.

7. Deliver the records management service to ensure it remains current and appropriate; advising on the ongoing care and storage of material in order to encourage organisations, including NEM, to plan for the future.
8. To liaise with partners including local societies, agencies and other relevant bodies and organisations.
9. To contribute to bids for external funding and have responsibility for accounting for project budgets as assigned.
10. To provide information for inclusion in reports, executive summaries, briefing papers and documents for senior officers, staff, members, commercial providers, stakeholders and partner organisations
11. To promote and implement the Council's Equal Policy in all aspects of employment and service delivery.
12. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.