

Archives Officer (Searchroom)

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Qualified information professional (Masters, Diploma or other accredited by the Archives & Records Association, UK & Ireland) with demonstrable knowledge of the theory and practice of archive administration and experience of delivering a searchroom service in an archive or record office.
2. Demonstrable knowledge of the standards and legislation relevant to local authority archives with particular reference to the implementation of data protection and copyright legislation.
3. Demonstrable knowledge of archives collections management including collections development, collections care and digitisation processes.
4. Excellent ICT skills and demonstrable evidence of a high level of digital literacy with knowledge of relevant ICT systems/specialist archives software.
5. Excellent written and oral communication skills and customer service experience, along with experience of working as part of a team.
6. Experience of carrying out and supporting research in archive collections by archive users and volunteers, demonstrating an understanding of their needs and of delivering a public enquiry service.

7. Proven ability to plan and deliver projects in partnership with a range of partners and stakeholders to ensure project success. This will include excellent organisational skills, time management, attention to detail and the ability to prioritise a wide range of tasks.
8. Experience of line managing supervising or supporting staff and/or volunteers, with emphasis on supporting staff or volunteer development and promoting new ways of working to streamline systems and procedures.
9. A commitment to equal opportunities and anti-discriminatory practise in employment and service delivery.

Desirable

1. Experience of developing and delivering social media and communications content to promote the work of an archive service