

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Archivist	JEID	M0490
Salary Grade:	Grade I; scp 17-20		
Team:	County Record Office		
Service Area:	Heritage and Culture Warwickshire		
Primary Location:	County Record Office		
Political Restriction	This position is not politically restricted.		
Responsible to:	Robert Eyre		
Responsible for:	Public Service and other responsibilities as required		

#### Role Purpose

Purpose of the Post: To undertake a range of professional archive administration duties in the County Record Office. Postholders will participate in collection related activity and public service delivery. Each archivist takes a lead role with respect to a specialist area which may change over time. The Record Office Management Team will undertake periodic reviews of these areas of responsibility and will make adjustments where necessary to reflect changes in local, regional or national policy and practice.

Specialist lead responsibilities will be commensurate with the post and grade and include, but are not limited to, responsibilities for: strongroom management, collections development, volunteers, outreach, audience development, technological developments, legislative requirements.

#### Role Responsibilities

1. To survey potential archive collections within the community and liaise with depositors over archival collections.
2. To accession new deposits in accordance with agreed standards and protocols.
3. To prepare archival catalogues and indexes in accordance with agreed standards and protocols.
4. To promote the physical safekeeping and security of the record office's collections in all areas of work.
5. To answer personal, written, email and telephone enquiries.
6. To supervise visitors and volunteers in all aspects of searchroom regulations: behaviour, handling

- and use of documents, completion of production requests and permission forms.
7. To comply with legal requirements of record-keeping and access and meet the high standards of WCC's information governance.
  8. To assist visitors and volunteers in the use of source materials, including searchroom catalogues and indexes, and computerised finding-aids.
  9. To assist visitors and volunteers in reading and understanding documents, and in the use of other searchroom services and resources.
  10. To support and manage projects, volunteers, fund-raising, funding bids and income generation activities as required.
  11. To prepare and deliver interpretative and promotional activities e.g. exhibitions, talks, leaflets etc
  - 12 To undertake training and maintain high standards with a commitment to continuous professional development
  13. To uphold the Directorate's Equal opportunities and Health and Safety policies.
  14. To undertake any other duties as required which are commensurate with the grading of the post.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

• Post-graduate qualification in Archive Administration.	A, D
• Experience of working in a record office.	A, I
• Competence and confidence in using Information Technology and experience of using archival administration cataloguing software.	A, I
• Willingness to keep up to date with professional developments through attending in house and external training events as required.	A, I
• Understanding of the requirements and implications of legislation such as Freedom of Information Act 2000, General Data Protection Regulation 2018, Environmental Information Regulations 2004, Copyright, Designs and Patents Act 1988 and how these are relevant to archives.	A, I
• A systematic, methodical and accurate approach to work, an ability to organise workloads and work effectively under pressure and to meet deadlines.	A, I
• Ability to communicate complex historic contextual information in plain English in order to make it accessible to diverse audiences.	A, I
• Ability to work independently, and to take responsibility for core areas of professional activity.	A, I
• Ability to negotiate with a wide range of stakeholders, including depositors and senior colleagues and communicate with sensitivity and tact.	A, I
• Ability to work effectively within a team and with staff at all levels.	A, I
• Experience of working with the public and a commitment to providing a high quality service to all users.	A, I

<ul style="list-style-type: none"> <li>• Able to identify and catalogue all usual classes of document found in a local authority record office</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Ability to work flexibly including Saturdays, Sundays and evenings as required.</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Ability to travel effectively throughout the County or beyond when required.</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• A level of fitness to enable the postholder to work on their feet for long periods.</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Ability to carry out the duties as set out in the job description.</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Ability to undertake significant manual handling when retrieving and returning records within the strongrooms. This involves lifting and carrying boxes of archives that may weigh around 10kg.</li> </ul>	A, I, T
<ul style="list-style-type: none"> <li>• A commitment to anti-discriminatory practices in employment, training and service delivery. All members of staff must take personal responsibility for implementing the Corporate Equality &amp; Diversity Strategy.</li> </ul>	A, I

## Desirable Criteria

Assessed By:

<ul style="list-style-type: none"> <li>• Registered member of the Archives and Records Association, or committed to the registration programme</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience of using social media sites or a willingness to learn about using wordpress and other sites to promote the collection</li> </ul>	A, I, D
<ul style="list-style-type: none"> <li>• Experience of supervising volunteers</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience of local authority record office environment and able to identify and catalogue all usual classes of document found in a local authority record office</li> </ul>	A, I, T
<ul style="list-style-type: none"> <li>• Experience of using and developing CALM and EAD catalogues</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience of developing talks and/or exhibitions to engage public interest</li> </ul>	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	