



Job Profile

JOB TITLE:	Archivist
GRADE:	Scale 6
POST NO:	26431
JOB TIER:	5 (non-management)
DBS CHECK:	Enhanced
GROUP:	Residents Services
SERVICE:	Museums & Theatres

REPORTING STRUCTURE

Reports to:	Museums & Heritage Manager
Direct Reports:	none
Indirect Reports:	volunteers

ROLE PURPOSE:

To record and preserve the London Borough of Hillingdon's archive collection.

The post holder will be responsible for improving knowledge of the Borough's historical and significant documents and records, with specific reference to local history and military history, thereby increasing their value as a community resource.

A. Job Description

1. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.
- To oversee public access to archive collections at the Battle of Britain Bunker visitor centre and Hillingdon Museum and Archives Collection, as part of the museums and heritage service offered by the Council.

2. Operational Service Delivery

- Be responsible for the care and documentation of the Council's collection of documents and records including digital archive collections.
- Assist with the production of exhibition text and materials, educational resources and other public engagement tools including social media.
- Actively participate in the production of social media posts, promoting the service, engaging new audiences and improving access to the collections.
- Be a point of contact for researchers and supervise them when on site.
- Ensure that the requirements of Data Protection, Freedom of Information and Copyright legislation are met at all times.
- Provide guided tours, talks and presentations for members of the public and other stakeholders.

3. Service Planning & Development

- Assist with the growth of the Council's collection by actively engaging with potential sources of archive material.
- Liaise with Council departments to transfer records to the archive in accordance with the document retention procedures.
- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.
- Assist with the development of exhibitions, outreach and educational resources.

4. Financial & Resource Management

- To demonstrate cost-consciousness and identify any cost effective changes to own way of working.

5. Continuous Improvement

- Research subject areas of relevance, specifically local history and military history, in order to constantly improve knowledge of these subjects.
- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

- The postholder will be expected to participate in heritage sector networks and partnerships in order to keep up with best practice and emerging ideas
- Knowledge of Accreditation process and standards

6. Contacts

The postholder will be expected to develop the following contacts:

National Bodies

- The Museums Association, Archives and Records Association (ARA), National Archives and Arts Council for training and professional advice.

Regional Bodies

- Museum Development London, The London Archives Partnership

Local contacts

- The general public
- Community and heritage groups and representatives, heritage professionals, teachers and other education providers.
- Contractors

Internal

- Collections Officer & Curator
- Museums and Heritage Manager
- Cross Council Departments
- Volunteers

7. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as required by management.
- Provide advice and assistance to partner organisations on collections management.

8. KEY PERFORMANCE INDICATORS

- Delivery of agreed PADA objectives.
- Contribution to exhibitions, educational resources and other public engagement tools.
- Meet all statutory requirements and work within the best practice standards set by the Museum and Archive Accreditation Schemes, the Archives and records Association (ARA) Code of Ethics and other standards.
- Build effective and beneficial relationships with external partners.

B. Person Specification

Archivist

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE
Degree in a relevant subject or equivalent professional experience.	✓	
Evidence of CPD	✓	
Postgraduate qualification in a relevant subject.		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
Ability to work flexibly to meet the requirements of the role, which will include some weekend and evening working.	✓	
3. EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working in an archive, museum, university or similar academic environment.	✓	
Experience of using archives collections management systems. (e.g Axiell)	✓	
Experience of digital preservation systems (e.g Preservica)	✓	
Experience of interpreting historic artefacts, artworks or archives to complement exhibition text, educational resources or other material for public consumption.	✓	
Experience of documenting and caring for collections of archives.	✓	
Experience of working to tight budgets and timeframes with demonstrable results.		✓
Experience of writing exhibition text, educational resources or other material for public consumption.		✓
Experience of working with contractors, external colleagues and volunteers.		✓

4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Demonstrable knowledge of archive collections handling best practice.	✓	
Knowledge of archives international best practice standards, e.g. ISAD.	✓	
Understanding of preventative conservation practice	✓	
Knowledge of social and/or military history, preferably relating to the London Borough of Hillingdon and/or surrounding areas.		✓
Thorough knowledge of Microsoft Office, especially Word and Excel		✓
Good level of oral and written communication skills		✓
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental	✓	

opportunities to improve performance.		
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