

		JOB DESCRIPTION		Form JD1
JOB TITLE: Archivist (Cataloguing)				
REPORTS TO: Head of Strategy and Engagement				
DEPARTMENT: Archives and Local History			GRADE: 8.2	
1. MAIN PURPOSE OF JOB				
To catalogue the civic and community collections at Explore to international standards and in accordance with organisational protocols. To make these catalogues fully accessible via our online public catalogue and to develop and improve the workflows for this process.				
2. KEY TASKS:				
	i.	Create archival catalogues and authority files in accordance with international standards and internal protocols.		
	ii.	Carry initial conservation assessment of collections and determine appropriate housing.		
	iii.	Make collections accessible in accordance with the appropriate regulatory requirements and with sensitivity to issues of inclusivity and diversity.		
	iv.	Improve and develop workflows for entering data directly into our cataloguing system (Access to Memory – AtoM) and for importing data in that system.		
	v.	Liaise with external archives colleagues and other information specialists in order to develop the above workflows.		
	vi.	Cascade knowledge of AtoM functionality and workflows to other members of staff and create legacy guides.		
	vii.	Support the work of the Archivist (Civic and Public Records) and the Archivist (Communities and Digital Impact) when necessary, particularly with knowledge gained from working closely with the collections.		
	viii.	Participate in meetings, team working and any relevant training opportunities.		
	ix.	Participate in the Performance Development Review process, personal learning and development, and team working to ensure agreed organisational priorities and targets are delivered.		
	x.	To carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of this post.		

3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p><u>Numbers reporting:</u> Direct: N/A</p>
4.	<p>CREATIVITY and INNOVATION</p> <p>The post holder will be required to use a high degree of initiative and self-directed learning to become proficient in the use of our cataloguing systems within a short time-frame.</p> <p>The post holder will be innovative in seeking solutions to the legacy of cataloguing backlogs, challenging themselves to apply their archival training to complex collection issues. They will have independence of mind and an ability to devise and deliver solutions, and to communicate those solutions to other team members.</p> <p>The post holder will be required to use their specialist expertise and knowledge to interpret national and international archives and records legislation, and to ensure our collections are catalogued and made accessible in compliance with this legislation.</p> <p>The post holder will need to use creativity to achieve a balance between maximising present use of the archive and the professional duty to permanently safeguard it for future users.</p>
5.	<p>CONTACTS and RELATIONSHIPS</p> <p><u>Internal:</u></p> <p>Regular contact with management and the archives team, participating in organisational planning and projects as required.</p> <p>Weekly contact with the Archivist (Civic and Public Records) who will oversee the work of the role.</p> <p><u>External:</u></p> <p>NA</p>
6.	<p>DECISIONS – discretion and consequences</p> <p><u>Discretion:</u></p> <p>The post holder works within the parameters of archives and records legislation affecting local authorities, Public Records and manorial documents. They will prioritise their work with reference to Explore’s contractual obligations, strategic objectives and annual priorities, as well as our customer service standard.</p> <p>The post holder has the discretion to initiate contact with external colleagues and specialists in order to achieve the desired outputs of the post.</p> <p><u>Consequences:</u></p> <p>Failure by the postholder to apply the appropriate regulatory framework for the provision of access to archives will result in the council failing to comply with the</p>

	Freedom of Information Act and/or the Data Protection Act, which may lead to official sanctions from the Information Commissioner, or legal action against the council. It would also represent a failure to adhere to the terms of Explore contract to deliver archives services.				
7.	<p>RESOURCES – financial and equipment (<u>Not</u> budget, and <u>not</u> including desktop equipment.)</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: left;"><u>Value</u></th> </tr> </thead> <tbody> <tr> <td>Management, handling and care of CYC official archive holdings comprising 200 m3 of unique documents dating from 1155 to the present day</td> <td>}£5m (insurance value) } and international } reputational value</td> </tr> </tbody> </table>	<u>Description</u>	<u>Value</u>	Management, handling and care of CYC official archive holdings comprising 200 m3 of unique documents dating from 1155 to the present day	}£5m (insurance value) } and international } reputational value
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8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions and work context</p> <p>Work demands Work at this level can generally be planned according to agreed priorities but the post holder may occasionally need to reschedule planned work in response to organisational needs.</p> <p>Physical demands The Archive and Local History collections are located in onsite and remote storage areas. Retrieving stock from these storage areas requires time spent lifting, bending and stretching and the use of kick-stools to retrieve items from high shelves. Whilst manual handling aids are provided, it is sometimes necessary to lift heavy loads of archives onto trolleys and tables, and to manoeuvre loaded trolleys.</p> <p>Work conditions The post holder will normally be office-based, but will occasionally be required to work in environmentally controlled storage areas.</p> <p>Work context The post-holder will be based at York Explore Library and Archive.</p>				
9.	<p>KNOWLEDGE and SKILLS</p> <p>Essential Criteria</p> <ul style="list-style-type: none"> • Level 7 postgraduate Archives or Records Management professional qualification from a UK or Irish course recognised by the Archives and Records Association, or an equivalent overseas qualification • Experience of creating catalogues and authority files in accordance with national and international standards, including ISAD(G), NCA rules and ISAAR(CPF) • Knowledge of issues relating to the preservation and conservation of archive collections • Experience of cataloguing collections in accordance with the requirements of the Freedom of Information and Data Protection Acts 				

- Demonstrable understanding of issues of inclusivity and diversity in making collections accessible
- Knowledge of the range and content of collections likely to be held by a city archive
- Experience using archival cataloguing databases or applications
- Ability to plan and prioritise workload while applying solution focussed thinking.
- Ability to adhere to agreed service standards, policies and procedures
- Confident verbal and written presentation and communication skills
- Commitment to a customer-focussed approach to archives management and practice

Desirable Criteria

- Experience using Access to Memory (AtoM) collections management software
- Practical experience of implementing procedures and workflows and staff awareness training
- Significant experience of cataloguing large and complex collections

10 Position of Job in Organisation Structure

