

## JOB DESCRIPTION

### Project Archivist (Setting the Record Straight) – Band 3, Step 3, fixed-term, 12 months

<b>Responsible for:</b>	<b>Reports to:</b>	<b>Department:</b>
Volunteers	Head of Archives	Archives

#### Overall Purpose:

To lead on the management and progression of the [Setting the Record Straight](#) project, addressing legacy issues relating to the intellectual control of our physical archives. To enable discovery and improve access to the collections through the implementation of our remedial project workflows.

#### Key Responsibilities:

To create and review catalogues for physical archives in accordance with international standards and to ensure compliance with the regulatory framework governing access to archives.

To implement appropriate preventative conservation measures, ensuring these meet national and international standards for the preservation of physical collections.

To participate in the archive's engagement programme through management of our Collection Care volunteers one day per week. To assist in delivering student workshops in conjunction with partners at higher education institutions.

To update the archive service's training guides to reflect our new Collections Management System (Epexio).

To monitor and report on project progress in relation to established KPIs.

To communicate and promote the project to external and internal stakeholders.

#### Person Specification:

##### Experience

###### Essential

- Demonstrable customer-focused approach to archives management and practice.
- Experience using cataloguing software
- Practical experience of implementing procedures and workflows for the preservation and provision of access to archives

###### Desirable

- Demonstrable experience cataloguing large and complex collections
- Experience supervising and managing volunteers
- Experience using Epexio

##### Skills & Knowledge:

###### Essential

- 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
- Comprehensive knowledge of current standards and best practice in the cataloguing and preservation of hard-copy archives
- Knowledge of the range, content and purpose of the archives collections likely to be in the custody of a city archive
- Excellent ICT skills

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- Excellent communication skills, both verbal and written; capable of engaging with a wide range of stakeholders from different backgrounds
- Ability to plan and prioritise workload, working independently and as part of a team
- Excellent problem-solving skills
- Understanding of, and enthusiasm for working with volunteers.

### **Desirable**

- Palaeography and Latin skills

### **Relationships:**

#### *External*

- Our customers
- Archive depositors and records creators/owners
- Colleagues in professional specialist groups, national professional bodies, and regional representatives from The National Archives
- Staff at the National Conservation Service and Harwell Document Recovery
- University staff and students
- Local organisations and community groups

#### *Internal*

- Archive team members
- Library service colleagues
- Volunteers and placement students

### **Other**

This job description accurately reflects the current requirements of the job. However, the role holder will be expected to carry out any other duties that may reasonably be required in line with the key responsibilities of the role.

The post holder will be required to work some evenings and the occasional weekend to meet the delivery needs of Explore.

Explore values diversity, equity and inclusion and welcomes applications from people from all backgrounds.