

# Job description

**Job title:** Archives Service Officer

**Grade:** Dorset Grade 9

**Job evaluation reference:** IC402

**Job family:** Information and Culture

## Purpose and impact

1. To be responsible for managing, developing and improving a specific service area of the Dorset History Centre (DHC - see Context Statement) and contribute to the operational management of the centre and to the delivery of efficient, effective and economic archive and local studies services in Dorset.
2. Develop and deliver service initiatives to support the efficient provision of the service. This will include supervision or management of staff.
3. Take responsibility for developing and maintaining a range of contacts with other staff and stakeholders, providing advice, information and guidance to service users.
4. Take decisions within general guidelines with some discretion to adapt alternatives.

## Key responsibilities

5. Team lead functions(s) or area(s) outlined in the context statement.
6. Manage, or supervise, the work of direct reports and others, such as volunteers and trainees.
7. Deal with enquiries from a wide range of internal/external contacts including members of the public and groups accessing the service.
8. Support and develop customer services and the development of customer focussed services including DHC policy documentation.
9. Provide training for own staff and users of the service.
10. Provide advice and guidance to staff and service users.
  - Provision of statistical and activity reports on aspects of service operation.
  - Advise on matters relating to archival standards and legislation.
  - Deliver public presentations on the role and functions of DHC.
11. Seek to increase the use of services through joint-working and promotion of the service through appropriate means including the preparation of guides, information leaflets, web site pages and other publicity material.
12. Supervise the public rooms and ensure supervised access to materials is provided.
13. Contribute to the development, application and implementation of ICT in the service.
14. Manage duty rotas.
15. Undertake cataloguing and other appropriate description of all types of archives, local studies and related materials to a professional level.
16. Assist with special projects, either generally or as a member of a project team, as required.
17. Act as budget holder.
18. Any other lesser or comparable duties as required.



NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

19. Reporting to: Principal Archivist
20. Responsibility for: Assigned staff or teams

### **Other factors**

21. The postholder may have some responsibility for specialist equipment e.g. microfilm/fiche readers, digital cameras or audio devices.
22. There is a responsibility for archives and for personal computers.
23. Will include cash handling/cashing up when on duty.
24. Mainly office-based post with some requirement to travel.
25. May require lifting and moving of documents (which can be heavy/dirty) and some off-site working, sorting and arranging of newly delivered collections.
26. The post will involve use of IT and some evening and Saturday working.

### **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Appropriate Honours Degree	Application form
2. Post graduate degree or diploma in Archive Administration and professional skills	Application form
<b>Experience</b>	
3. Experience of working within in a professional archival context.	Application form
4. Experience of staff supervision/management.	Application form
5. Experience of dealing with the public and other groups in an Archives and Local Studies environment.	Application form
<b>Knowledge</b>	
6. Good knowledge of service delivery in a relevant or related area of work (see Context Statement).	Application form Interview Assessment
7. Demonstrable knowledge of service development in a relevant or related area of work (see Context Statement).	Application form Interview Assessment
8. Good knowledge of professional standards e.g. ISAD(G) relating to archive administration.	Application form Interview Assessment
9. Good knowledge of ICT within an archival environment.	Application form Interview Assessment
<b>Skills and abilities</b>	
10. Good communication and presentation skills.	Interview Assessment
11. Good customer care skills.	Interview Assessment
12. Ability to work methodically, with care and to a high standard.	Interview Assessment
13. Ability to work to deadlines.	Interview Assessment
14. Ability to work within a team and as a team leader for the specific area of responsibility.	Interview Assessment



15. Project planning skills	Interview Assessment
<b>Our values</b>	
16. Respect	Interview Assessment
17. Together	Interview Assessment
18. Accountability	Interview Assessment
19. Openness	Interview Assessment
20. Curiosity	Interview Assessment
<b>Other</b>	
21. Flexibility to respond to the needs of the service, including some Evening and Saturday working.	Application form
22. Ability to fulfil the travel requirements of the post.	Application form

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

<b>Experience</b>	
23. Experience of working in a team.	Application form
24. Experience of historic collections management.	Application form
25. Experience of service development and staff training.	Application form
26. Experience of marketing and promotion.	Application form

## Approval

Manager's job title: Sam Johnston

Date: May 2012

