

JOB SUMMARY

Post Title	County Archivist						
Job Family	<i>Service Delivery</i>	Pay Range	11	Line Manager to others?	Yes	Role profile ref	SD11
Service Area	<i>Isle of Wight Heritage Service</i>						
Line Manager	<i>Libraries and Heritage Service Manager</i>						
Location	<i>Agile: County Records Office and other sites and home</i>						

Job Purpose

To lead and manage the council's archive function, in accordance with the priorities and accepted policies of the authority and the profession.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Responsibility for the professional operation of the council's archives and Record Office.
- Responsibility for implementing the council's policies regarding its historic collections, and to review and renew these policies at regular intervals in response to corporate priorities and national guidelines, including creating an Accreditation plan for implementation.
- Provide effective and inspirational leadership to the Archives, instilling an ethos of high quality customer care and expert advice and guidance. To lead and recruit staff and volunteers who will take forward the ethos as above.
- Operate the archives within budget and to achieve financial targets. To ensure that the archives applies for grants and sponsorship, or pursues other funding and income generation opportunities.
- Work with line management to develop a new Record Office for the Island and to support the corporate records management plan implementation where required.
- Work with the council's heritage partners, on- and off-Island, to ensure the development and maintenance of a sustainable strategic heritage framework for the Isle of Wight.
- Attend conferences and meetings with external professional organisations and special interest groups, to help promote and develop the care and appreciation of the Island's heritage collections in the council's care. To lead on the archive's responses to national and regional consultations and initiatives within the heritage and wider cultural sector.
- Lead on the introduction of new technologies, to provide new and alternative ways to increase the accessibility of the council's archive collections, and those of partners. Advising on the appropriate preservation solution for digital records and working with the Council's procurement team to select and procure.
- Work with the Archivist, to ensure that effective documentation systems are developed and maintained for the proper management of the archives. To ensure the long-term safety of the historic records of whatever format by making proper provision for their security and conservation. Work with the Archivist and Libraries and Heritage Manager to develop a preservation strategy and disaster response / emergency plan for the archives and associated stores.

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Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.		E	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	<i>Extensive relevant experience as a manager in an Archive / Library context</i> <i>Experience of working across other teams and services, to support the delivery of high quality heritage services</i>	E	
Good communication, interpersonal and presentation skills. Ability to understand and explain complex information to a range of audiences. Proven ability to negotiate with, persuade and influence others.	<i>Excellent report-writing and presentation skills</i>	E	
Good ICT skills including both standard Microsoft applications and specialist systems.	<i>Evidence in computing skills e.g. databases</i>	E	
Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences. Experience of contributing to the development of procedures and practices.	<i>Extensive, detailed and current knowledge of national and regional archive issues, methodology and approaches</i> <i>Extensive knowledge of current legislation and guidance as it applies to archives in the UK</i>	E	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>Evidence of project management skills and experience of performance monitoring and management</i>	E	
Proven research, investigation and analysis skills demonstrating evidence of the ability to identify and diagnose problems/issues and develop solutions/recommendations that are both cost effective and within time constraints.	<i>Able to work under pressure, problem-solving and making decisions which balance corporate and service priorities with customer demand</i>	E	
Excellent customer service skills, with experience of resolving escalated and complex queries.		E	
Proven ability to build and maintain relationships and engage successfully with stakeholder community.		E	

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Budget management experience. Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	<i>Proven experience of operating budgets efficiently and generating income.</i>	E	
Experience of volunteer management where appropriate to the job.	<i>Proven experience of working positively with community and voluntary organisations in understanding and celebrating local heritage</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to HND, foundation degree standard or equivalent experience.	Degree or equivalent in a relevant subject	E	
May require relevant certifications including evidence of fluency in English language.		E	
Relevant professional/vocational qualification	Postgraduate qualification in Archive Administration and commitment to continuous professional development		D
Other Requirements			
Current full clean UK driving licence and use of a vehicle with business use insurance			
<i>A requirement to work outside of normal office hours or on weekends or events</i>			
<i>Undertake any other duties commensurate with your grade and role</i>			