

ARCHIVIST (THE BOX)

Role Profile



Title	Archivist (The Box)	
Grade	GRADE F	
Reference:	N603	
Reports to:	Senior Archivist	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Professional	
Primary purpose of role	<p>To carry out all aspects of collections management to the required standards of Arts Council England, The National Archives, British Film Institute and other relevant professional standards and in line with the Museums Galleries Archives business plan.</p> <p>To raise the profile, public enjoyment and understanding of the city's collections by maintaining and developing subject specialist knowledge, and the interpretation and documentation of the collections.</p> <p>To improve access to the collections and associated information in line with current Freedom of Information, Data Protection and Copyright legislation for both internal and external customers.</p> <p>To deliver the MA in Archival Practice in partnership with the University of Plymouth</p> <p>To undertake and be responsible for specific projects, associated budgets and staff as appropriate, and develop, maintain and support partnerships within the city, the South West and beyond including the Arts Council England National Portfolio Organisation (NPO) programme.</p>	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Manage all collections to ensure they are well researched and documented meeting the required standards of Arts Council England, National Archives and/or British Film Institute including SPECTRUM, Accreditation, FIAF and/or ISAD(G) (15%) ▪ Raise the profile, extend public enjoyment and understanding of the city's collections by improving access to subject specialist knowledge, interpretation and documentation (10%) 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Number of new collections-level entries on the collections databases ▪ Number of records updated ▪ Number of items digitised ▪ Number of events and exhibitions ▪ Number of publications ▪ Number of collections-related enquiries responded to ▪ Number of collections reviewed ▪ Arts Council's assessments and performance appraisals ▪ Independent evaluation data ▪ Student comments

	<ul style="list-style-type: none"> ▪ Contribute to the research, development and delivery of the wider public programme for The Box (10%) ▪ Provide information in line with current Freedom of Information, Data Protection and Copyright legislation for both internal and external customers (5%) ▪ Support the development of an integrated collections management policy and procedures for the Box within industry and PCC standards (20%) ▪ Support the Collections Manager and Senior Archivist to deliver the collections development plan to ensure collections are relevant and reflective of our agreed priorities and meet Museums and Archive Service Accreditation Standards (20%) ▪ Contribute to developing the Box as an NPO centre of excellence e.g. published research, new acquisitions and new research (5%) ▪ Provide performance data for collections management and support improvements to performance where appropriate (5%) ▪ Manage projects, staff and budgets as required and support income generation by applying for grants and undertaking other fundraising to support projects (10%) 	
<p>Key activities</p>	<p>Project management (10%)</p> <ul style="list-style-type: none"> ▪ Supervise, recruit and manage project staff and volunteers where appropriate. ▪ With the Senior Archivist develop and plan collections based projects and seek funding sources to support projects with reference to the Collections Manager and other staff as appropriate ▪ Work with the Business Support team to ensure all effective reporting including project evaluation and KPIs ▪ Identify and support digitisation programmes with reference to the Collections Manager and Senior Archivist to improve access and help preserve collections and to support income generation targets ▪ Be accountable for a working budget of up to £25,000 and occasional project grants of up to £80,000 	

- Hold a corporate purchasing card and be responsible for purchasing goods and services in line with the corporate policy

Sector Development and Leadership (5%)

- Participate with the wider sector ecology locally, nationally and internationally with reference to the Collections Manager and Senior Archivist
- Support the Collections Manager and Senior Archivist to maintain and implement accreditation standards
- Be responsible for own CPD in line with the Box's objectives and that reflects one of the archival specialisms including media, digital and paper archives
- Undertake training as required and feedback as appropriate

MA Archival Practice (15%)

- Develop, assess, and deliver the MA in Archival Practice in partnership with the University of Plymouth and review to work towards accreditation

Collections management (35%)

- Undertake research with reference to the Collections Manager and Senior Archivist to help develop the collections and enhance the work and reputation of the Box
- Handle, package and store collections according to appropriate professional standards and legal requirements
- Support the Conservators to ensure an appropriate preservation and IPM regime
- Assist with the transportation of collections between locations
- Support the Operations Manager to ensure security of collections stores
- Support collections salvage operations in the event of a disaster
- Work with the Registrar to ensure collections have appropriate documentation and are labelled, numbered and catalogued onto CALM/Adlib according to industry accepted standards
- Liaise with donors and/or depositors to ensure they agree to and understand the terms of the donation and/or deposit arrangements
- Review and appraise collections in line with the Collections Policy and ensure appropriate disposal methods in line with the Disposal Policy, Data Protection, environmental requirements and SPECTRUM standards Develop new and existing collections with reference to the Collections Manager and Senior Archivist and in line with the Collections Policy including collection reviews and surveys
- Ensure public records are stored and managed according to the terms of the Public Records Act
- Ensure that quinquennial parish surveys are undertaken as per the Parochial Registers and Records Measure 1978
- Support the Collections Manager and Senior Archivist to develop an integrated collections management policy and procedures for The Box within industry and PCC standards

Access and interpretation (30%)

- Work with The Box programming group to identify, research and develop collections-led exhibition and other public programme proposals for a range

	<p>of audiences</p> <ul style="list-style-type: none"> ▪ Develop and deliver agreed exhibition and displays (both virtual and physical) for a range of audiences as part of the Box programme ▪ Install collections in exhibitions and displays supported by the conservators, collections assistants and media technicians ▪ Support the Registrar to manage loans for display to and from other heritage and/or arts organisations ▪ Manage temporary withdrawals of collections according to collections standards ▪ Work with the Registrar to clarify copyright issues as they arise ▪ Respond to public and staff enquiries, staff enquiries and researchers including sensitive requests that may have data protections or legal implications for Plymouth City council, the Box and/or depositors ▪ Work with the engagement team to support activities, learning and outreach programmes through collections, information and practical assistance. ▪ Contribute to professional publications ▪ Support media requests with reference to the Marketing Officer ▪ Work with the Marketing Officer to ensure online access to collections information ▪ Supervise the Cottonian Reading Room on a rota basis and 1:1 supervision of sensitive access requests, restricted material, oversized and/or specialised collections research as required ▪ Work with the Corporate Records Manager and attend ILOG meetings to ensure a joined-up approach to the management of current and semi-current records ▪ Support the wider Box team to develop and meet objectives in health, safety and well-being, access and equalities, environmental sustainability, income generation, training and evaluation (5%) ▪ Carry out other duties appropriate to the grade of the post and that meet the Box' objectives including being a duty manager as part of a rotating team
<p>Essential qualifications/ knowledge</p>	<ul style="list-style-type: none"> ▪ Educated to degree (or equivalent) level ▪ Postgraduate Certificate in Academic Practice or a willingness to undertake when required ▪ Post graduate qualification in museum studies, archives and record management or equivalent or a willingness to undertake ▪ Demonstrable knowledge of relevant legislation e.g. copyright, intellectual property rights, Freedom of Information, Data Protection and health & safety ▪ Detailed understanding and technical knowledge of the required standards of the Arts Council England, National Archives and/or British Film Institute, including SPECTRUM, Accreditation, FIAF and/or ISAD(G) ▪ Technical knowledge and awareness of palaeography ▪ Registration with a professional body such as the Museums Association or the Archives and Records Association or a willingness to undertake ▪ Detailed knowledge of subject specialism including paper, media and/or digital
<p>Desirable qualifications/ knowledge</p>	<ul style="list-style-type: none"> ▪ Knowledge of Latin

Essential experience	<ul style="list-style-type: none"> ▪ Experience and knowledge of increasing access to and management of collections in a record office or other heritage environment e.g. exhibitions, displays, web and publications, collections handling etc. ▪ Experience of both manual and computer-based collections documentation systems, especially CALM, and procedures ▪ Experience of supervising staff and/or volunteers ▪ Experience of budget management and financial planning
Desirable experience	<ul style="list-style-type: none"> ▪ Demonstrable experience of increasing levels of income through grants and other fundraising activity
Essential skills	<ul style="list-style-type: none"> ▪ Highly developed written and verbal communications skills needed when engaging with the public, volunteers and researchers through exhibitions, activities, programmes and enquiries, representing The Box whilst developing partnerships and business relationships with external organisations and other PCC departments ▪ Highly developed interpersonal skills for dealing with people from diverse backgrounds and supporting users of the archive collection who may be emotionally upset ▪ Understanding and practical application of professional standards such as those required by Arts Council England and The National Archives ▪ Planning and organisational skills for collections development, management and interpretation whilst remaining flexible and being able to prioritise own day-to-day workload ▪ Keyboard skills, and a proficient level of skills in a range of Microsoft office software and collections-based databases ▪ Project management skills ▪ Financial and commercial awareness with analytical skills and a creative approach to problem solving ▪ Team player, able to work flexibly and positively with others ▪ A can-do attitude, with the ability to find solutions to problems ▪ Ability to promote positively The Box's vision, values, aims and objectives.
Corporate standards <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	