

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DIRECTORATE:

Sustainable Communities, Regeneration and Economic

DIVISION:

Culture and Community Safety

JOB TITLE:

Borough Archivist

ROLE PROFILE

Job Title:	Borough Archivist
Directorate:	Sustainable Communities, Regeneration and Economic
Division:	Culture and community safety
Grade:	Grade 12
Hours (per week):	36
Reports to:	Heritage Service Manager
Responsible for:	Heritage Officers Freelancers / Project staff as required Individuals on internship / work experience placements Volunteers
Role Purpose and Role Dimensions:	<p>To manage and develop a comprehensive, dynamic, creative and responsive archive service within the Council, including: fundraising; budget management; developing and managing partnerships and projects; developing and delivering the archives forward plan; monitoring archives performance; managing, developing and recruiting the archives team and contractors/freelancers and setting their objectives to support strategic planning.</p> <p>To manage public access to Archive materials, including the Research Room services, working with Heritage Service and Library staff to assist with delivery.</p> <p>To contribute to corporate records management procedures and manage the transfer of council records into the Archives, working within the Council's records management framework and procedure.</p> <p>To work across Culture, Leisure and Libraries team to broaden access to archive collections through joint outreach programmes working with a range of partners.</p> <p>To ensure there is a holistic offer for access and care for</p>

archives collections (both digital and physical) working within the wider Museum & Archives offer, and particularly with the Curator to provide holistic care for all Heritage Service collections.

To manage the care, collecting and collections development, collections information and access to the archive collections in line with Archives Accreditation standards and ensuring statutory obligations are met as a formal Place of Deposit for The National Archives.

This includes developing, fundraising for and undertaking capital, engagement, cataloguing and policy projects in order to meet the service standards required.

Commitment to Diversity:

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Key External Contacts:

The National Archives (TNA)
Local heritage organisations
Individual customers
Community groups, schools and education institutions
Local businesses, organisations and other record holders
Creating bodies of public records
Other archives and local studies services
Other Local Authorities
Public sector organisations
Wider heritage constituency: museums, archives and support agencies
Contractors including conservation specialists
Heritage funding bodies, such as the NLHF

Key Internal Contacts:

Colleagues in Culture, Leisure & Libraries Team
Information Governance and all linked teams
Colleagues from other service areas within the Clocktower complex including facilities management
Press & Communications Team
Cabinet Member for Culture and Communities
Croydon Digital Services
Procurement and financial services

Financial Dimensions:

Responsibility for managing project and allocated service budgets
Responsibility for meeting income targets where applicable related to chargeable and traded services, grants, sponsorship,

etc.

Key Areas for Decision Making:

Management of the research room and enquiry service to ensure adequate public access meeting statutory obligations
Management of Accreditation process and funded development programmes, including staff recruitment and project management within allocated budget
Management of Archive's forward plan and annual departmental Service Plan in line with Culture, Leisure & Libraries strategy
Design and delivery of work programmes for archives development
Lead for Archives processes within Council record management

Other Considerations:

This role involves:
Occasional evening and weekend working as required
Occasionally deputise for Heritage Service Manager, for example to attend meetings or to update staff rota's during unplanned absence when the Heritage Service Manager is not available
Undertaking any other duties as required including responding to emergencies relating to collections.
Undertaking any other duties as required

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

Standard DBS check

What level of check is required?

Is the post politically restricted
[\(Click here for guidance on political restriction\)](#)

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
[\(Click here for guidance on ROA \)](#)

Yes

Key Accountabilities and Result Areas:

Strategic development of Archives service plans, policies and procedures

Key Elements:

This will involve:

- Developing and maintaining the policies, plans and procedures of the Borough archives to meet the statutory requirements of the Archive Service Accreditation Standard
- Developing the Archives forward plan and annual departmental Service Plans in line with Culture, Leisure & Libraries annual and medium-term forward plans, supporting service, divisional and departmental level plans and policies as required
- Contributing to the Information Governance policies and procedures and the role of Archives within the Council's Record Management procedures
- Supporting the development of Boroughwide, regional and national heritage initiatives within Corporate, partnership and stakeholder strategies and plans
- Responsibility for the Archive Collections including maintenance, conservation and development programmes.
- Developing Archives engagement and cataloguing projects and programmes, including exhibitions, events and learning programmes.
- Supporting management of Archives contracts, such as Archives Catalogue and Digital Preservation System.

Delivery of a dynamic, creative, and responsive Archives service

This will involve:

- Managing and developing the Borough archives, to ensure their long-term care, utility and use
- Delivering high quality public Archives services from the Research Room and enquiries service, ensuring access to resources and facilities
- Actively developing access to, and interpretation of, the Borough archives and other historic collections / resources
- Developing the heritage offer and activities that increase resident engagement with the heritage collections
- Actively promote Archives collections as part of local and national outreach initiatives, working with internal and external partners.
- Developing the collections, including active collecting to fill gaps and ensure the collections are representative of Croydon's communities.

Continuous improvement of the Heritage and Archives service

This will involve:

- Monitoring achievement against the over-arching mission, aims and objectives of the archives and heritage service
- Effectively monitoring, analysing and evaluating data and customer satisfaction, reporting and implementing evidence-based change to increase take-up of services
- Work closely with Curator to share resources and infrastructure within collections care and develop a programme of training for wider council staff including Security and Library colleagues

- Act as lead officer for Archives Accreditation, and support Museum Accreditation
- Keeping abreast of sector best practice and developing the archives service accordingly

This will involve:

Workforce management

- Line management of Heritage Officers to deliver a high quality public facing service and delivery of heritage service work plans and targets
- Setting and delivering individual and team targets for continuous improvement
- Recruit and manage projects teams and freelancers as required to deliver funded programmes, outreach initiatives and services
- Overseeing archives training, development and monitoring of the workforce, including staff, volunteers and interns
- Deploying staff, volunteers and interns within the team to ensure that the best service can be offered to customers
- Supervising staff including training in the delivery of the Research Room to best meet statutory access requirements
- Work with the Volunteer Co-Ordinator to develop and manage the archives volunteer programme

This will involve:

Management of Archives budgets and financial procedures

- Managing dedicated archives budgets, including monitoring funded project budgets, ensuring efficient expenditure and maximising income
- Overseeing income handling procedures undertaken in the Research Room and any archives related projects
- Developing funding applications for

projects

Management of Archive resources

This will involve:

- Ensuring care and control of archival holdings, including the Borough archive, in accordance with the Archive Service Accreditation standard, and other relevant legislation, standards and best practice guidance
- Managing contracts and resources related to the archives
- Ensuring storage areas are maintained to high standards of conservation and security
- Working closely with the Curator to ensure efficient collections management across the museum and archive collections

Delivery of a high level of customer satisfaction

This will involve:

- Ensuring that programmes and projects related to the archives, demonstrate high standards of creativity, access, customer care, security and health & safety
 - Ensuring value for money for residents
 - Ensuring effective, timely and appropriate communications with stakeholders

Effective promotion of services

This will involve:

- Providing information, advice and guidance relating to the archive collections
- Developing online access to, and engagement with, the archive collections
- Promoting the archives, and related programmes and projects, through effective marketing and promotional campaigns, in collaboration with the Visitor Experience Officer

This will involve:

Creation of effective partnerships

- Building strong links with the wider heritage sector in London and nationally
- Building strong links with local heritage organisations, schools and community groups
- Building strong links with internal council departments, particularly in partnership with Information Governance to ensure records-transfer to the archive

Information, advice and guidance

This will involve:

- Managing provision of a high-quality information and enquiry service, with specific responsibility for enquiries relating to the archives
- Promoting knowledge and understanding of local history and archival holdings for corporate, community and personal research

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements.

- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Contribute as an effective and collaborative team member

This will involve:

- Gaining a thorough understanding of the roles of colleagues within the Heritage Service, and ensuring up-to-date knowledge of projects to be able to answer basic enquiries in case of colleague absence
- Work collaboratively as part of one heritage team to inform the development and ensure successful delivery of the heritage service programmes of work. This includes public programmes, exhibitions, promotion, outreach, volunteer engagement collections care and development.
- Gaining an understanding of the roles of council departments in order to collect, preserve, arrange, catalogue and provide access to council records and the corporate memory
- Working collaboratively with services, staff and managers to develop workable and innovative solutions to complex problems as a means of increasing efficiency, improving the delivery and reach of the programme to residents and partners
- Undertaking training as required for the role
- Participating in the development, implementation and monitoring of programme plans
- Championing the professional integrity of the service
- Attend and contribute to team and service meetings

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages

for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Person Specification

Job Title:	Borough Archivist (Culture, Leisure & Libraries)
Essential knowledge:	<p>Knowledge of the heritage environment, its diverse range of practitioners and funding bodies</p> <p>Knowledge of the issues and potential in managing archive services</p> <p>Understanding of engaging residents in a heritage/cultural environment</p> <p>Understanding of and commitment to equal opportunities</p> <p>A post-graduate degree / professional qualification in archives administration or equivalent</p> <p>Extensive knowledge of archives collections development, care, information, access and engagement in accordance with the Archives Accreditation Standard and other relevant standards, legislation and best practice</p> <p>An understanding of the workings of local government, records management and its links with archives</p>
Essential skills and abilities:	<p>Demonstrable ability to manage change and improvement</p> <p>Demonstrable ability to lead, motivate and develop staff and volunteers</p> <p>A strategic thinker able to demonstrate measurable outcomes from strategic approach</p> <p>A creative thinker</p> <p>A “lateral thinker” able to demonstrate an innovative approach to solving a problem</p> <p>Excellent communication skills for a range of audiences, both oral and written</p> <p>Demonstrable ability to manage budgets effectively</p> <p>Analytical ability</p> <p>IT skills, specifically: digital preservation, collections management systems; digitisation of collections; digital engagement</p> <p>Excellent people skills and the ability to work collaboratively</p>
Essential experience:	<p>Substantial experience of archive management, including devising collections care, collecting, development, information, access and engagement policies, procedures and programmes.</p> <p>Experience of ISAD(G) compliant collections management systems (e.g. AtoM, CALM, ArchiveIndex+ or equivalent)</p> <p>Experience of managing teams of staff / volunteers</p> <p>Experience of revenue, capital and project budget management</p> <p>Experience of developing, fundraising for, managing and promoting cultural heritage projects, including contract management</p>
Special conditions:	<p>The postholder must be willing and able to occasionally work extended hours and weekends, as required</p> <p>The postholder must be willing to undertake any other duties as required including responding to emergencies relating to collections</p>

