

Job Description and Person Specification

Archivist

A Lambeth to be proud of



Job Title: Archivist

Division: Resident and Commercial Services

Business Unit: Libraries and Archives

Grade: SO1

Reports to: Borough Archivist

Responsible for: Archives and Local Studies Assistant

Context

The post sits within the Libraries & Archives Services of the Resident & Enabling Services directorate and is a member of the team focusing on the development and delivery of the Archives and Local History Service in line with national best practice, statutory duties and legislation. In a period of austerity, the service will be looking at income generation opportunities and prioritising the retention of client facing resources.

Job Purpose

- To maintain and help manage Lambeth's archive collections, engaging local communities and researchers with these collections
- To lead on developing the collections, making sure they reflect the local communities of Lambeth and capture material that will be of interest and relevant to future generations.
- To lead on collecting and preserving key official papers of the Borough of Lambeth for the Archives.
- To lead on the digital access and digitisation of the collections

Responsibilities

1. To assist in the acquisition, maintenance and development of the archive and local studies collections.
2. To contribute to the writing and review of the service's policies, processes and plans and be responsible for creating finding aids for the collections.
3. To manage the search-room desk dealing with in-person and phone enquiries and responding to written enquiries received via letter, social media or email.
4. To help implement an online catalogue for the archive collections to improve access
5. To undertake the day-to-day management and monitoring of the archives' premises and the storage and retrieval of records.

6. With the Archives Management team, to work with the Information Governance team and IT to make sure that important Council documents are transferred to the Archives including born-digital records and that metadata, necessary IT infrastructure and digital preservation is in place for the latter.
7. To support the archives and local studies service digitization programme, selecting material and content for scanning.
8. To be responsible, within agreed guidelines, for the spending and monitoring of designated areas of the archives and local studies budget.
9. Under the direction of the Borough Archivist, to be responsible for the control of administrative records within the service including the collation of statistics, finance, preparation of timetable adjustments, CIPFA returns etc.
10. To manage the archive and local studies service in the absence of the Borough Archivist and Archives Development Manager and to take responsibility for the Archives building, being a key holder and taking responsibility for the safety and security of the building and its contents as required.
11. To supervise the Archives and Local Studies Assistants and regularly reviewing progress.
12. To participate in the training of staff and the training and supervision of volunteers.
13. To agree work objectives and a personal development plan with the Borough Archivist and regularly review progress.
14. To support the Local Studies Librarian in providing education services and resources to schools and children, communities and other learners.
15. To promote the Archives service, through outreach, events, talks and walks, exhibitions, assisting with publications and contributing to social media.
16. To maintain a current awareness of archives and local studies through professional and national networks and locally through the Lambeth Local History Forum.
17. To make funding applications for the archives and local studies service's own projects; and support externally funded partnership projects.
18. To deliver community engagement events for the service: engaging with and supporting local history and heritage projects; developing relationships with Lambeth's communities; and promoting the service as the place of deposit for local communities' and organisations' archival material.
19. To lead on the development and delivery of the Archives and Local History Service in line with national best practice and improve the service to meet accreditation standards.
20. To deliver an innovative acquisition and collections policy, including digital acquisitions, that will actively reflect the cultural diversity of Lambeth's population past and present and will

build collections that will be of interest for future generations.

21. To work closely with local history societies, communities, and neighbourhood groups in Lambeth to build effective networks.
22. To act in accordance with, and actively promote Lambeth policies and standards
23. To undertake any other duties commensurate with the post's level of responsibility

PERSON SPECIFICATION

Archivist SO1

It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A) You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted. If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Key Knowledge	K1	Good knowledge of national, regional and local developments in the field of archives and local studies services	✓A
	K2	Good communication and customer skills with particular knowledge of working within a multi-cultural environment and with socially excluded groups	✓A
	K3	Cataloguing of archival material on CALM or similar	✓A
	K4	Principles of digitisation, conservation and preservation strategies for library and local studies materials	✓A
Relevant Experience	E1	Experience of marketing and promoting archives services and activities, in particular experience of the promotion of heritage collections and the subjects they represent to diverse audiences using wide range of strategies including displays and talks	✓A
	E2	Experience of managing projects.	✓A
	E3	Experience of using archives materials and dealing with range of complex enquiries in this area	✓A
	E4	Web and social media skills (desirable)	
Special Requirement	SR1	Able to cope with the physical demands of the job (lifting, moving furniture, moving around the Archives to help archives customers access materials and services)	

Qualification		Archivist	✓A
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CORE VALUES AND BEHAVIOURS

Equity behaviours



One Lambeth
CONNECTED BY PURPOSE

- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.

Kindness behaviours



One Lambeth
CONNECTED BY PURPOSE

- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.