

JOB DESCRIPTION

JOB TITLE: ARCHIVIST

JOB NO: PL0629XV

GRADE: Gr 4

DIVISION: Skills and Employability

NO OF POSTS: 1

SECTION: Library of Birmingham

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0J OB PURPOSE

1.1 The Archivist is responsible for coordinating archive-related activity for the 'Everything to Everybody' Project. The Archivist will primarily work with the Shakespeare Collection and George Dawson Collection at the Library of Birmingham. The role will be focused on establishing a new digital catalogue to make both collections more readily available to Birmingham citizens, project partners and other stakeholders. The role includes day-to-day supervision of volunteers, student researchers, and other members of staff involved with the project.

2.0 DUTIES AND RESPONSIBILITIES

2.1 Participating in project management and decision-making at a policy level, and in the day-to-day administration of the Shakespeare-related archive and special collections

2.2 Appraising, sorting, accessioning and cataloguing the Shakespeare and George Dawson collections using the Calm and other digital library systems.

2.3 Manage access to archival and special collections within the Library of Birmingham building and elsewhere. To improve access to collection through producing and facilitating the creation of information and resources for websites, catalogues, exhibitions, learning packages, social media, blogs and other publications.

2.4 Participating in the location, surveying and acquisition of archives.

2.5 Supervision of support staff, volunteers, student researchers and partners undertaking collection-related activity. Training and advising staff in areas of specialism and assisting senior staff in general training.

2.6 Appraising the conservation needs of collections and liaising with conservation staff in respect of appropriate treatment.

2.7 Facilitate, guide and supervise research of the collections undertaken by volunteers, student researchers, project team members, project partners, members of the public and other staff in the public search room and other library locations.

2.8 Supporting outreach and promotional activities, including the preparation of exhibitions and publications and the delivery of talks. Liaising with project staff, library staff, university staff, volunteers, outside agencies and members of community groups as required.

2.9 To participate in frontline duties as required

2.10 To have an understanding of Equal Opportunities Policies and Procedures, together with all relevant Health and Safety regulations.

2.11 To maintain an appropriate level of knowledge and expertise to ensure effective performance in the post, to include detailed knowledge of national archival standards and legislation

2.12 Any other duties commensurate with the grade of the post that may, from time to time be required.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE Archives & Collections Manager

JOB NO: 00213757

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
None			

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

DBS check required for the post	Yes		No	X
Level of check required				
Standard				
Enhanced				
Enhanced with barred list check - Adults				
Enhanced with barred list check - Children's				
Enhanced with barred list check – Adults & Children's				

Date:	Name: Peter Dore	Signature:
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<p>Skills & Ability e.g. written communication skills, dealing with the public etc.</p>	<p>Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016)</p> <p>Ability to organise tasks, prioritise workloads, and meet required deadlines. I/P</p> <p>Ability to foster relationships to encourage collaborative working and knowledge sharing. I/P</p> <p>Confident to make decisions using own judgement which enable the 'Everything to Everybody' Project to progress. I/P</p> <p>Ability to operate flexibly responding to change priorities according to the needs of the project. I/P</p> <p>Understanding principles of conservation and handling of historic resources. I/P</p> <p>Effective verbal and written communication skills. I/P</p> <p>Ability to work with a wide range of stakeholders people including other heritage and learning providers, community representatives, business and professional organisations, academic specialists and consultants. I/P</p> <p>Ability to understand and share library sources, policies and practices and communicate this knowledge and understanding to student researchers, volunteers and others. I/P</p> <p>Ability to work on your own initiative, and as part of a team. I/P</p> <p>Ability to use ICT systems for the purposes of communication, information retrieval, collections cataloguing, administrative and management tasks. I/P</p>	<p>I/P</p> <p>I/P</p> <p>I/P</p> <p>I/P</p> <p>I/P</p> <p>I/P</p> <p>I/P</p> <p>I/P</p> <p>I/P</p> <p>I/P</p>
<p>Training</p>	<p>Able and willing to undertake any training deemed appropriate to the post.</p>	<p>I/P</p>

Other	The post holder will be required to work within the specialist storage facilities within the Library of Birmingham – including hypoxic (lower oxygen) and temperature-controlled areas. Health & Safety procedures, appropriate training, and equipment are provided.	I/P
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

Date:	Name: Peter Dore	Signature:
Date reviewed:	Name:	Signature: