

Job Profile

Position Details	
Post	Archivist
Service Area	Commissioning/ Early Help and Culture Commissioning Unit/ Haringey Archive and Museum Service/ Bruce Castle Museum
Reports to	Curator
Grade	PO2
Job Family	To be completed by HR

Role Purpose
To be responsible for the professional management of organising, conserving, developing and promoting access to the archives and local history collections and resources held at Bruce Castle Museum relating to the history of the London Borough of Haringey and its communities; and to contribute to the objectives of the Museum and Archive Service by assisting the Curator in the delivery of the combined service in terms of its management, security and operations, its collections and programme delivery of events and exhibitions.

Main Responsibilities
<ol style="list-style-type: none"> 1 To manage the public search room and its procedures, and maintain its services by working in liaison with the Curator in assisting researchers and delivering an effective advisory and enquiry service about the borough's history and its archives, for remote and in-person enquiries. 2 To monitor and ensure the provision of services is compliant with relevant legislation for archives and local studies (as detailed in the Local Government Act 1972, Public Record Act 1958, Data Protection Act 1998, Freedom of Information Act 2000) and that the collection management of archives follows the achievable requirements of The National Archives Service Accreditation Standard, including the standards for archival storage in PD5454; and to liaise with external agencies and the Council's FIG and Legal teams on all matters relating to such legislation and standards concerning archives. 3 To ensure services and any access to relevant archive collections complies with the duties arising from the Children Act 2004 and other legislation to safeguard and promote the welfare of children and vulnerable adults. 4 To be responsible for appraisal, accessioning, cataloguing and listing of the archive collections using the CALM system, in line with International Standard Archival Description (g); and to manage the effective collecting, conservation, preservation, digitisation of collections to archival standards; to ensure reproduction of and access to collections comply with copyright regulations, in liaison with the Curator; and to rehouse and store archives in line with PD5454.

- 5 To work with the Curator to develop, establish and implement appropriate policies relating to collecting, accessions, retention, disposal, conservation, preservation, cataloguing, digitisation, copyright and exploitation of archives, working towards the National Archives Service Accreditation Standard.
- 6 To be responsible for ensuring the security of the Council's historic archive collections at Bruce Castle Museum and its external stores where these are stored; to work with the Curator, museum and archive staff and the Head of Service to ensure the security of Bruce Castle Museum and all collections.
- 7 To work with the Curator, curatorial and education staff in publicising, promoting and marketing the Archive and Museum Service, including to schools, by contributing to the development and delivery of the events and exhibitions programme, by giving occasional talks, delivering workshops on local and family history, assisting with publications, information leaflets, online resources and the council's website.
- 8 To contribute to maintaining external partnerships (attending meetings as required) for successful programme and service development, monitoring and evaluation, including partnerships with The National Archives, London Metropolitan Archives, Arts Council England, other central government, inspection authorities and statutory agencies, regeneration and funding agencies, schools and other educational institutions, art centres and museums, community groups, historical societies and voluntary organisations.
- 9 To meet with the Friends of Bruce Castle and other community groups, as necessary, to discuss collaborative heritage and community projects, to write letters in support of funding applications, deliver archive training workshops and support visiting groups in the use of archive collections.
- 10 To work with the Curator and other museum and education staff in developing and maximising income generation opportunities for the Archive and Museum Service through fees and services, events and room hire.
- 11 To work with the Curator in researching funding streams, writing applications to external funding bodies to support the work of the archive, and to manage any projects and staff resulting from successful bids.
- 12 To support major planning and regeneration projects for the borough, particularly those funded by the National Lottery Heritage Fund, providing advisory services and access to collections, as necessary.
- 13 To deputise for the Curator in their absence in the operational management of the combined Museum and Archive Service, especially for the Archive Service.
- 14 To act as a keyholder at Bruce Castle, including unlocking and locking/ alarm setting and unsetting duties (each day, with other staff members, when on duty).
- 15 To be responsible for the induction, management, development, supervision, training and conducting of appraisals for staff reporting to the post-holder, in accordance with the council's personnel policies, procedures, process and guidance; and to take an

active part in recruitment and retention of quality staff within the Archive and Museum Service.

16 To be responsible for the management, training and supervision of volunteers working with archive collections.

17 To work with the Curator and Head of Service to undertake stakeholder engagement and consultation as necessary, and prepare management information reports when required for the effective management of the Archive Service.

18 To ensure there is effective delivery of a high-quality customer-focused Archive Service, working with the Curator to maintain a positive perception of the Archive Service to all key stakeholders – its users, the wider public, Executives and the elected Members.

19 To agree personal work objectives and development plan with the Curator, regularly reviewing progress in achieving these and participating in training courses.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, safeguarding, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies, and to deliver effective and appropriate services fairly and without discrimination.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Post-graduate qualification in Archives and Records Management	E
2. At least two years' professional archives experience, including work in a public service environment.	E
3. Completed / enrolled or interested in enrolling for the ARA Registration Scheme.	E
4. Knowledge and understanding of current legislation and standards concerning archives, including The National Accreditation Standard.	E
5. Knowledge of, or experience of working with, local authority records.	E
6. Excellent analytical, communication and presentational skills.	E

7. Skilled in undertaking historical research using archive collections, with a clear understanding and knowledge of family history and local history and related resources.	E
8. Ability to communicate effectively in writing and developing policy documents, formal reports and letters/emails for a variety of audiences.	E
9. IT competence and experience of archive cataloguing software e.g. CALM.	E
10. Experience of working with the public and ability to work with a wide range of people.	E
11. Demonstrates high levels of customer care and a can-do attitude in getting things done.	E
12. Ability to deal with difficult customers, with aggressive behaviour.	E
13. Good interpersonal skills in order to establish and maintain positive working relationships, and to work closely with councillors, council officers, community groups, residents and contractors.	E
14. Strong organisational and time-management skills, showing ability to plan, arrange and prioritise own work schedules in a role where there are conflicting demands and priorities.	E
15. Effective problem solving and a methodical approach.	E
16. Ability to manage, motivate, develop and supervise staff and volunteers, and dealing with any personnel issues arising.	E
17. Experience of fundraising, and managing funded projects to budget and deadlines.	D
18. Ability to contribute to developing and maximising income generation for the Archive and Museum Service.	E
19. A clear understanding of how the Council's Equal Opportunities policy impacts upon this post and service delivery, contributing to the development of equality of opportunity and access to archives	E
20. Ability to lift and carry archive materials and books between shelves and up and down stairs.	E

21. Ability to work flexibly, including alternate Saturday working and occasional evenings.	E
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Main Contacts & Other Information

Main Contacts:

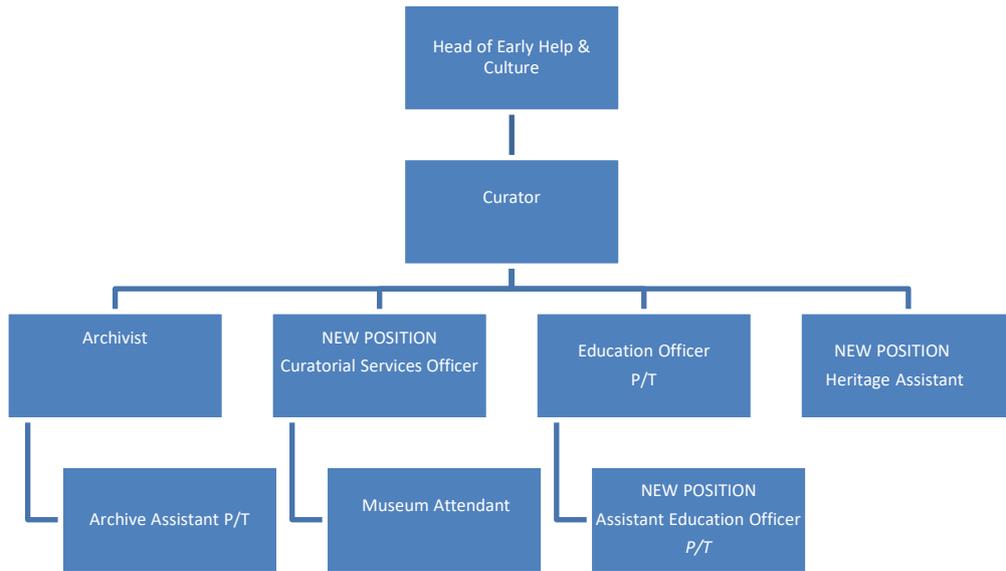
1. Head of Service; Assistant Director
2. Museum Curator; museum, archive and education staff; volunteers
3. Cultural Officer
4. Corporate Property Services; IT services; FIG Team; Electoral Services, Member Services; Legal Services
5. Library staff; Parks Service; Communications; Homes for Haringey; Building Control; and various council departments
6. External agencies: The National Archives; Arts Council England; London Metropolitan Archives; CIPFA; other London Borough Archives; Archives for London; National Lottery Heritage Fund; Historic England; funding bodies
7. Alexandra Palace; Tottenham Experience (Tottenham Hotspur Football Club); Markfield Beam Engine and Museum; George Padmore Institute; Bernie Grant Arts Centre and Trust; Jacksons Lane.
8. Friends' groups; local residents; community groups; and schools

Other Information:

This position requires the post-holder to:

1. Undergo an Enhanced DBS (Disclosure and Barring Service) check.
2. To work alternate Saturdays and occasional evening work as required to ensure service delivery
3. To act as a keyholder and duty officer during out-of-hours at Bruce Castle in the event of an emergency.
4. To work reasonable additional hours as necessary to meet targets and complete tasks
5. To undertake any other reasonable duties and responsibilities within your competencies as required by the Head of Service and Assistant Director, sometimes at short notice, to achieve the basic objectives of the Council, the Directorate and Haringey Archive and Museum Service.

Organisational Structure



Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post-holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	✓			
Are the staff based at the same work location?				Yes (1 x Archives Assistant)
Will the post holder be responsible for contract / agency / project staff?				Yes (occasionally)

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	75%	Use of a computer.	Yes	70%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	Yes	5%	Manual handling.	Yes	10%
Working alone or in isolation.	Yes	5%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	Yes	5%
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	Yes	5%	Working shifts / unsocial hours, nights.	Yes	Alternate Saturdays
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	70%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working at heights / on ladders, roof work.	Yes	1%	Outdoor work involving extremes of temperature.	No	
Teaching, or responsibility for, children.	Yes	3%	Control and restraint.	No	
Electrical hazards.	No				

<p>Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:</p> <ul style="list-style-type: none"> • Responsible for the Archive and Local History Collections, including parchment and paper, books, microfilms, CDs and digital formats. • Council Laptop.
<p>Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:</p> <ul style="list-style-type: none"> • To record and acknowledge payments received for distance enquiries and pay these in at the till. • To handle cash and cheques at the museum shop-point for payment of goods (as necessary). • To contribute to checking of cash and cheques for monthly banking. • To ensure that archive spending is kept within budget (up to £5000).
<p>Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • ensuring the correct use of microfilm readers by the public • ensuring the safe storage of laptops, light boxes, archive cleaning equipment, protective clothing etc • responsible for laundering soiled overalls, protective clothing etc.
<p>Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:</p> <p>Responsible for care and checking of:</p> <ul style="list-style-type: none"> • preservation supplies and protective equipment • Disaster planning equipment
<p>Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • maintaining existing card indexes and paper catalogues relating to the archive and local history collections to enable access to Council archives • creating new listings in Excel and Word of collections ready for input to central database on CALM for access to archives and council records • maintaining and updating catalogue system CALM for access to archives and council records • security of and researching and providing access to school registers and records held in archive collection and ensuring compliance with Data Protection Act • image digitisation and storage of digital image files

- delivering FoI and DPA SAR enquiries relating to the archive collections

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

- Work as part of a team to ensure security of Bruce Castle
- Key holder at Bruce Castle, including unlocking and locking/ alarm setting and unsetting duties
- To act as a key holder in the event of an emergency during out of hours for Bruce Castle and Church Lane annex (as detailed in Disaster planning and Business Continuity Planning)
- Work with Corporate Property Services to plan and ensure effective operation of Church Lane annexe storage facilities
- Report building faults to Corporate Property Services and liaise with contractors onsite
- Operational management to ensure internal security of archive areas during museum opening hours