



## **Borough Archivist**

**Maternity Cover Post, 28hrs per week** alternating weeks rota pattern

Week 1: Tuesday - Friday

Week 2: Wednesday - Saturday (including evening shift on Thursday)

*Please note this role will include regular evening & weekend work where service requires.*

**Grade F+3**

### **Role purpose**

The Council is focused on becoming a borough which celebrates culture, heritage and diversity with vibrant community events for local people, businesses and visitors to enjoy. Kingston History Centre is an accredited archive service, free and open to all.

The Borough Archivist will manage Kingston History Centre's archive collections (which are primarily stored offsite). They will develop the collection, ensure its security and preservation and oversee its cataloguing to the required standards. They will seek to make the archives of the Royal Borough of Kingston upon Thames accessible and relevant to the widest possible audience. This will in part be achieved by building relationships with internal and external stakeholders, championing archives to demonstrate their importance and value.

To do this the Council needs staff who can:

- preserve and interpret our heritage - making it accessible for our communities
- thrive in a networked organisation
- make links with groups across the borough to preserve and share the diverse heritage of Kingston.

### **Key activities**

The post holder will be a part of developing and delivering a vibrant, exciting Heritage Service that has Kingston's heritage and collections at the heart of it. They will contribute to the delivery of the Heritage Service plan, which connects to Kingston Council's Corporate Plan. This role reports into the Heritage Team Leader.

### Performance

- Contribute to the ongoing development and improvement of the service, setting and achieving heritage performance and income targets.
- To assist in making grant applications and exploring sponsorship potential.

### Customers and Partners

- Build strong partnerships and work with local stakeholders to promote the service to new and diverse audiences, supporting RBK's commitment to community cohesion.
- Provide an excellent standard of customer service. Work towards the service being delivered in an outcome-focused and efficient way, training colleagues, volunteers and customers in their use, processing and handling of archive materials.
- Collaborate with colleagues across RBK and the voluntary and community sector to develop targeted projects and seek suitable funding to deliver them.

### Digital / New Ways of Working

- Increase access and awareness of Kingston's archive collections.
- Support the development and implementation of new ways of working and new processes to improve service delivery for staff and customers.
- Investigate and establish digitisation projects where appropriate.
- Proactively identifies best practice in the sector and updates systems, policies and procedures accordingly alongside the Heritage Team Leader.



## Delivery

### *Collections Management:*

- Develop the collection by identifying records of value, securing their transfer, deposit or purchase, and maintaining comprehensive accession records.
- Ensure the security and preservation of the Royal Borough of Kingston Upon Thames' archive collections (which includes Public Records) through the provision of suitable accommodation, environmental conditions and conservation methods.
- Manage the archive collections stored both on and offsite, ensuring they are stored to required standards and that there is public access to the collections wherever possible.
- Lead on cataloguing archival collections to relevant standards.
- Prepare and maintain archival finding aids in the most appropriate format.
- Coordinate the cataloguing of Heritage Service collections (museum, local history and archival) in our collections management system CALM by providing training, setting priorities and procedures and overseeing cataloguing undertaken by other staff and volunteers.
- Work with relevant RBK colleagues to ensure the long term security and preservation of born digital archives and provision of access to them.
- Support the Heritage Team Leader in the preparation of documentation required for the Accreditation of the Archive Service - assist the Heritage Team Leader with maintaining this status and ensuring that policies and procedures are embedded and updated.

### *Public Access:*

- Visitors are central to the service - a key requirement is to understand, identify and provide access to relevant resources which support local research while ensuring best practice and following History Centre Procedures (e.g. around data protection and copyright).
- To widen access to the collection through contributing research to displays and events (including school visits). Actively promoting the Heritage Service (physically and digitally).

### *Team / Volunteer Programme:*

- To work with the Local History Officer in planning and supervising the work of the Heritage Officer, Heritage Saturday Heritage Assistants and volunteers. Ensuring that Heritage Service policies and procedures are followed.
- To work flexibly and in the absence of the Heritage Team Leader contribute to the day to day operational running of the History Centre. In conjunction with the Local History Officer, with responsibility for the safety and security of staff, volunteers, the public, the building, collection, equipment and monies.

## Equality and Diversity

- Embeds equity, equality, fairness and diversity into all aspects of working with colleagues, external partners, contractors and service delivery.

## Corporate responsibilities

- To liaise with and advise officers responsible for records management. Feeding into relevant policies and strategies, in compliance with the Public Records Act, Local Government Act, Freedom of Information and Data Protection legislation.
- Provide professional advice and information on archives management. Ensure that your own professional knowledge and expertise is up to date and effectively transferred to team members.
- To complete the compulsory training for the Council and Service as required, taking personal responsibility for health and safety in their work environment.
- To follow and update heritage policies to ensure the safety and preservation of the collection and grade listed building.



## The person

In order to successfully deliver the responsibilities of the role, you will need to:

- Have a postgraduate qualification in Archives and Records Management (or equivalent) (E).
- Have post qualification experience in the management of records and archives (E).
- Demonstrate a good understanding of the heritage sector and an interest in the local heritage of the borough (E).
- Knowledge of legislation for archives and records management including Freedom of Information; data protection and copyright legislation (E).
- Have a commitment to developing your own professional knowledge and expertise in line with sector best practice (D).
- Demonstrable experience of cataloguing to international cataloguing standards (such as ISAD(G)) and familiarity with CALM (E).
- Experience in delivering Archive Accreditation. An understanding of best practice in archives and records management, national developments and research resources relating to archives (E).
- Experience in or interest in digital preservation solutions (E).
- Experience of working for a Local Authority (D).
- Experience of working with heritage collections stored off-site (D).
- Demonstrate an excellent approach to customer service and experience at working in a public environment (E).
- Communicate clearly, confidently and appropriately with colleagues, partners and visitors and stakeholders using the best methods of communication for the task (E).
- Demonstrate strong organisational skills with the ability to work on own initiative and to plan, prioritise and manage multiple concurrent projects (E).
- Actively collaborate with teams across the council (E).
- Experience of supervising the work of staff and volunteers (D).
- Demonstrate agility and adaptability in mindset and ways of working with a proactive approach to problem solving (E).
- Demonstrate excellent IT skills a good working knowledge of MS Office packages, CALM, google suite and relevant digital preservation tools (D).
- Demonstrate a collaborative attitude to developing the service, be a supportive team player committed to your own personal and professional development to meet the changing demands of the role (E).

## Our Values

RBK is focused on **making Kingston Better Together by living our values:**

- Supportive of trying new ideas, with the courage to change direction.
- Transparent and connected in all that we think, say and do.
- Appreciative of each other, recognising and celebrating success.
- Respectful of difference and valuing diversity.