

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Mining the Seam Project Archivist	JEID	M0490
Salary Grade:	Scale I		
Team:	County Record Office		
Division / Service:	Heritage and Cultural Warwickshire		
Directorate:	Resources		
Primary Location:	County Record Office		
Car User:	Casual Car User		
Responsible to:	Senior Archivist		
Responsible for:	Volunteers		

Role Purpose

To catalogue the collections relating to the Warwickshire Coalfield in accordance with international standards such as ISAD (G), supervise and lead volunteer and engagement activities and deliver the outcomes of the project as specified in the project plan and bid.

Role Responsibilities

- To catalogue the collections relating to the Warwickshire Coalfield using CALM software in accordance with international standards, notably ISAD(G)
- To ensure that the final catalogue provides file level descriptions to ensure that material is produced for the public efficiently and securely.
- To prepare the final catalogue for inclusion on Warwickshire's Past Unlocked and Discovery websites, and notification to the National Register of Archives.
- To liaise with Senior Conservator to identify and select documents in need of conservation treatments
- To work with colleagues from Derbyshire Record Office to design and deliver two study days at the Universities of Warwick and Derby.
- To carry out comprehensive and thorough research to identify material within the collections

relating to the Warwickshire Coalfield which supports social media, outreach and special project activities.

- To create an exhibition and talk.
- To select material suitable for digitisation and for use as facsimiles.
- To promote the physical safekeeping and security of the record office's collections in all areas of work.
- To ensure that policies and procedures are maintained within the office.
- To maintain and develop the appropriate skills and approaches necessary for the effective performance of the post.
- To uphold the Directorate Equal Opportunities and Health and Safety Policies
- To undertake any other duties as required which are commensurate with the grading of the post.
- Other post details
- 37 hours per week: The postholder needs to be able and willing to adopt a flexible work pattern, in accordance with the needs of the project
- 52 week fixed term contract
- Annual leave and bank and statutory holidays as per Warwickshire County Council's provision.
- Flexitime system in operation, but subject to the operational requirements of the post.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
• Post-graduate qualification in Archive Administration	A, D
• Experience of working in a record office	A, I, R
• Competence and confidence in using Information Technology and experience of using Calm for cataloguing	A, I, R
• Practical experience of reading, understanding, interpreting and cataloguing a large archival collection	A, I, R, T
• A systematic, methodical and accurate approach to work	A, I, R,
• Ability to communicate clearly and effectively in person, in writing and on the telephone and deliver presentations	A, I, R, T
• Ability to work effectively under pressure and to meet deadlines within the context of a finite project timescale	A, I, R
• Ability to set documents from the collections relating to the Warwickshire Coalfield into a broader social and economic history context	A, T, R
• Understanding of the requirements and implications of legislation such as	A, I, R,

Freedom of Information Act 2000, Data Protection Act 1998, Environment Information Regulations 2004, Copyright, designs and Patents Act 1988 and how these are relevant to archives	
<ul style="list-style-type: none"> • A commitment to anti-discriminatory practices in employment, training and service delivery. All members of staff must take personal responsibility for implementing the Corporate Equality & Diversity Strategy. • A commitment to providing a high quality of service. • Reliable, trustworthy and punctual • A commitment to ensuring that health and safety responsibilities are carried out in accordance with the Directorate's Health & Safety Policy and Procedures. 	<p>A, I, R</p> <p>A, I, R A, I, R A, I, R</p>

Desirable Criteria	<i>Assessed By:</i>
<ul style="list-style-type: none"> • Experience of recruiting, supervising and supporting volunteers • Experience of using social media sites or a willingness to learn about using websites to promote the collection • Experience of developing talks and/or exhibitions to engage public interest 	A, I
<ul style="list-style-type: none"> • Experience of a local authority record office environment 	A, I, R
<ul style="list-style-type: none"> • A = Application 	
<ul style="list-style-type: none"> • I = Interview 	
<ul style="list-style-type: none"> • T = Test (written presentation, practical - eg word processing) 	
<ul style="list-style-type: none"> • R = Reference • D = Documentary - eg certificates 	