

Job Title	Range	Duties	Level A
Casual Archives and Local Studies Assistant	Range 1	<p>Deliver a broad range of frontline customer service activities for the Medway Archives Centre and council services, and respond to customer enquiries from a diverse range of residents and visitors across a range of formats in order to ensure that customers can access services with a consistent level of service</p> <p>Support colleagues in the provision of a vibrant, welcoming and open research service, including retrieving relevant materials for appointments in order to ensure that customers can access archives with a consistently high level of service.</p> <p>Support the delivery of a wide range of archives and local studies events and outreach activities for all ages and groups in order to encourage public engagement with archives and local studies.</p> <p>Maintain a working knowledge of current developments in the heritage field relating to Medway Archives Centre to ensure that a high level of customer service is offered to all Archives customers.</p> <p>Support the public in accessing Archives and Local Studies resources to ensure that a high level of customer service is offered to all Archives customers.</p> <p>Levy fees and charges from the public with a high degree of accuracy in order to ensure that payments for council services are rendered accurately and correctly.</p>	<p><u>Requirements at this level:</u></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • A good standard of general education with a minimum of 5 GCSEs or equivalent level 2 qualification, including Maths and English at grade 4-9 <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Basic knowledge of history resources • An awareness of confidentiality, GDPR Legislation and Data Protection procedures. • An awareness of equality, diversity and inclusion <p><u>Experience</u></p> <ul style="list-style-type: none"> • Interest in history and local studies, demonstrated by courses taken and/or extracurricular activities. <p><u>Skills</u></p> <ul style="list-style-type: none"> • Proficient in the use of Microsoft Word, Excel, Teams and Outlook • Able to work at height and to manoeuvre archive material using the correct equipment with assistance if required as a reasonable adjustment. • Able to complete a range of tasks with a high degree of accuracy such as data entry, mathematical calculations and cash/card payment handling • Good team working skills
Saturday Archives and Local Studies Assistant	Range 1	<p>Deliver a broad range of frontline customer service activities for the Medway Archives Centre and council services, and respond to customer enquiries from a diverse range of residents and visitors across a range of formats in order to ensure that customers can access services with a consistent level of service</p> <p>Support colleagues in the provision of a vibrant, welcoming and open research service, including retrieving relevant materials for appointments in order to ensure that customers can access archives with a consistently high level of service.</p> <p>Support the delivery of a wide range of archives and local studies events and outreach activities for all ages and groups in order to encourage public engagement with archives and local studies.</p> <p>Maintain a working knowledge of current developments in the heritage field relating to Medway Archives Centre to ensure that a high level of customer service is offered to all Archives customers.</p> <p>Support the public in accessing Archives and Local Studies resources to ensure that a high level of customer service is offered to all Archives customers.</p> <p>Levy fees and charges from the public with a high degree of accuracy in order to ensure that payments for council services are rendered accurately and correctly.</p>	<p><u>Requirements at this level:</u></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • A good standard of general education with a minimum of 5 GCSEs or equivalent level 2 qualification, including Maths and English at grade 4-9 <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Basic knowledge of history resources • An awareness of confidentiality, GDPR Legislation and Data Protection procedures. • An awareness of equality, diversity and inclusion <p><u>Experience</u></p> <ul style="list-style-type: none"> • Interest in history and local studies, demonstrated by courses taken and/or extracurricular activities <p><u>Skills</u></p> <ul style="list-style-type: none"> • Proficient in the use of Microsoft Word, Excel, Teams and Outlook • Able to work at height and to manoeuvre archive material using the correct equipment with assistance if required as a reasonable adjustment. • Able to complete a range of tasks with a high degree of accuracy such as data entry, mathematical calculations and cash/card payment handling • Good team working skills

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Archives and Local Studies Assistant	Range 3	<p>Deliver a broad range of frontline customer service activities for the Medway Archives Centre and other council services, and respond to customer enquiries from a diverse range of residents and visitors across a range of formats in order to ensure that customers can access archives with a consistently high level of service.</p> <p>Provide a vibrant, welcoming and open research service, including carrying out remote researching, retrieving and preparing relevant materials for appointments (including greeting, registering, and invigilating researchers) in order to ensure both access to and safeguarding of archive materials.</p> <p>Deliver a wide range of archives and local studies events and outreach activities for all ages and groups in order to encourage public engagement with archives and local studies.</p> <p>Support senior colleagues in the care of the collections held at Medway Archives through carrying out basic preservation and repackaging work in order to ensure the continued integrity of the archive collections.</p> <p>Carry out retrievals of archive materials utilising specialist working at heigh equipment and appropriate manual handling techniques in order to ensure the integrity of archive material when carrying out retrievals.</p> <p>Maintain a working knowledge of current developments in the heritage field relating to Archives collections to ensure that a high level of customer service is offered to all Archives customers.</p> <p>Levy fees and charges from the public and carry out banking and other financial processes with a high degree of accuracy in order to ensure that payments for council services are rendered accurately and correctly.</p> <p>Publicise and actively promote Medway Archive Centre services, collections and stock in order to promote the service ad expand the customer base.</p>	<p><u>Requirements at this level:</u></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> Emergency Salvage training Hugo Lift training A good standard of general education with a minimum of 5 GCSEs or equivalent level 2 qualification, including Maths and English at grade 4-9 Two A levels or equivalent level 3 qualification in relevant subjects i.e. History, Politics, or Humanities <p><u>Knowledge</u></p> <ul style="list-style-type: none"> Basic knowledge of how to conduct research Working knowledge/experience of an archive or local authority archive Working knowledge of copyright and data protection An awareness of confidentiality, GDPR Legislation and Data Protection procedures. An awareness of equality, diversity and inclusion <p><u>Experience</u></p> <ul style="list-style-type: none"> Experience of working in an archive or heritage workplace or other customer led environment (e.g. retail, doctors' surgery, hospitality) Experience of researching and writing to a degree level <p><u>Skills</u></p> <ul style="list-style-type: none"> Proficient in the use of Microsoft Word, Excel, Teams and Outlook Able to use judgement and creativity to assess situations and solve varied problems and/or develop short term plans Able to work at height and to manoeuvre archive material using the correct equipment with assistance if required as a reasonable adjustment. Able to assist the Medway Archives Centre Librarian in the execution of events Able to carry out simple retrievals in both the strong room and search room Able to list and index items per the requirement of the archivist and/or the librarian Good team working skills Able to research and write to an undergraduate degree level Able to carry out tasks requiring a high degree of accuracy such as levying fees and charges and banking. 	<p><u>Requirements at this level in addition to level 3A</u></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> Continued CPD to support service delivery and expansion <p><u>Knowledge</u></p> <ul style="list-style-type: none"> Broad knowledge of what resources are available in an archive In depth knowledge of the history, people, and places of the Medway Area <p><u>Experience</u></p> <ul style="list-style-type: none"> Demonstrable experience of handling an archives/local studies enquiry from beginning to end (i.e. booking customers or assisting with use of the catalogue) Demonstrable experience of opening and closing Medway Archives Centre including opening and closing the till and securing the premises. <p><u>Skills</u></p> <ul style="list-style-type: none"> Able to write with a high degree of accuracy and engagement for a variety of audiences Able to convey complex ideas and concepts both written and verbally Able to assist the Medway Archives Centre Librarian in the planning of events Able to identify items that may be unfit for production and/or be subject to a closure period and refer to the archivist. Able to instruct others on how to carry out family history research Able to invigilate volunteers and researchers on the handling of archives 	<p><u>Requirements at this level in addition to level 3A and 3B:</u></p> <p><u>Qualifications</u></p> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> In depth knowledge of the running of a local authority archive and local studies centre sufficient to deputise for the Medway Archives Centre Manager in their absence <p><u>Experience</u></p> <ul style="list-style-type: none"> Demonstration of specialising in a particular aspect of archives and/or local studies (i.e. digitization, conservation, or area of knowledge, etc) Experience in handling sensitive issues with care (i.e. death or adoption) <p><u>Skills</u></p> <ul style="list-style-type: none"> Able to run an event in the absence of the Medway Archives Centre Librarian Able to deputise for senior staff in the event of an emergency (i.e. sickness) Able to provide training, support and guidance to colleagues at all levels. Able to identify tasks that could be carried out by volunteers Able to identify items that are unfit for production or subject to a closure period Trusted ability to write accurately and for a public audience (i.e. for social media, web, or for other places of public consumption) Able to recognise potential pests and mould Able to train volunteers and researchers on the safe handling of archives. Adopts a proactive, positive, enthusiastic approach to customer service, anticipating customer need and acting beyond main scope of role to assist customers Actively reviews and reflects on work output of the team and identifies opportunities for service improvement Actively seeks out opportunities for growth, development and skills improvement Prioritises customer experience improvement, identifying ways to improve service offers and making recommendations to senior officers for implementation

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
		Assist in the training of new staff and volunteers.			
Archives and Local Studies Librarian	Range 4	<p>Catalogue the Local Studies collection to professional levels, using both recognised systems (Dewey, National Library of Congress, etc) and systems developed by the Librarian themselves.</p> <p>Lead on the management, organisation, display, and promotion of the Medway Local Studies collections including setting stock management policies in conjunction with the Systems and Contracts Manager in order to ensure that local studies collections are maintained, developed and promoted to meet the needs of the Medway area and its communities and to improve community engagement with the Medway's heritage.</p> <p>Lead on the care of local studies collections to agreed standards including developing and making collections accessible to customers onsite, online and through outreach activities in order to ensure wide public engagement with Medway Archives.</p> <p>Plan and deliver a range of onsite and outreach activities, events and initiatives (including exhibitions, seminars, and lectures) in conjunction with the Medway Archives Centre Manager and other stakeholders and heritage organisations to ensure that Local Studies play a pivotal role in promoting and reflecting Medway's heritage and culture and to enable customers to benefit fully from the services offered by Medway Archives Centre.</p> <p>Contribute to the design, review and implementation of policies and procedures relating to the delivery of Archive Services in conjunction with the Archivist and Archives Centre Manager in order to further the development of a customer-focused Archive and Local Studies service.</p> <p>Support the Archivist on the organisation, display, promotion and conservation of all physical and digital collections at the centre in order to ensure effective access to the Archive and Local Studies collections by the public at large.</p>	<p><u>Requirements at this level:</u></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> Emergency Salvage training Hugo Lift training A degree, or equivalent level 6 qualification in library or information studies, or A degree, or equivalent level 6 qualification, in any subject plus a level 7 or 8 qualification in library, archives or information studies or 2 years experience working in library, archives, or information service, minimum 2 A-levels, or equivalent level 3 qualification, and a commitment to gain a degree in library or information studies <p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of current archival practices and standards Strong working knowledge of the history of Medway and the surrounding local areas Strong commitment to customer care including understanding the needs of special client groups Knowledge of ICT applications in a library or archives environment both for administration and public use Strong knowledge of developing a collection (i.e. cataloguing and purchase of stock) An awareness of confidentiality, GDPR Legislation and Data Protection procedures. An awareness of equality, diversity and inclusion <p><u>Experience</u></p> <ul style="list-style-type: none"> Experience working in an archives or special collections environment Demonstrable experience of managing archives or local studies collections Experience of digitisation of historical materials, either at practical or planning level Experience of delivering outreach activities Experience of planning and delivering a wide range of public events Experience of maintaining accurate financial records. <p><u>Skills</u></p> <ul style="list-style-type: none"> Proficient in the use of Microsoft Word, Excel, Teams and Outlook 	<p><u>Requirements at this level in addition to level A:</u></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> Continued CPD to support service development and expansion <p><u>Knowledge</u></p> <ul style="list-style-type: none"> An in-depth knowledge of the delivery of library or archive services Knowledge of how to plan projects and tasks in a structured way, monitor progress against plans and embed these into working practice Working knowledge of legislation relating to archives and public library provision. <p><u>Experience</u></p> <ul style="list-style-type: none"> Experience of working with the public, other local government officers and representatives of external organisations Demonstrable experience of coordinating Archive and Local Studies Assistants and Volunteers to carry out outreach events/activities Experience in building and maintaining sound and productive working relationships with customers, colleagues and other internal and external partners and ability to engage others Experience of developing and leading initiatives related to Archives & Local Studies customer development and/or increasing engagement in local history/heritage Experience in acting as an ambassador for the Archives service Experience in selection and promotion of local studies stock <p><u>Skills</u></p> <ul style="list-style-type: none"> Able to progress tasks within guidelines, draw conclusions, and decide on actions. Able to lead a small team to carry out outreach events and displays. Able to work in partnership, linking collections with community work. Able to present clearly formulated ideas to senior managers to improve services and expand local studies and archive engagement to wider audiences 	<p><u>Requirements at this level in addition to level A and B</u></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> Where applicable, completed the degree in library or information studies or if have a degree in another subject completed the postgraduate qualification in library or information studies <p><u>Knowledge</u></p> <ul style="list-style-type: none"> Advanced knowledge of the delivery of local studies library and archive services Advanced knowledge of the history of Medway and the surrounding local areas Advanced knowledge of the collections held at MAC Familiarity with the collections held at adjacent heritage facilities (i.e. Kent Archives, Guildhall Museum, etc) Advanced knowledge of current developments in society and government that impact on archives, local studies and heritage Knowledge of project management principles and methodologies <p><u>Experience</u></p> <ul style="list-style-type: none"> Demonstrable experience of planning and executing long term outreach plans for delivery over a long timescale (e.g. 1 years or more) Experience managing a funded project <p><u>Skills</u></p> <ul style="list-style-type: none"> Able to train and instruct (both in person and in writing) Archive and Local Studies Assistants in the execution of outreach activities in the absence of Local Studies Librarian Proven ability to advance tasks within guidelines, draw logical conclusions, and determine appropriate actions. Excellent creative thinking skill, particularly in relation to how these can be applied in communication and education sectors. Able to use analytical thinking to interpret varied and complex information or situations and develop solutions and/or strategies.

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
		<p>Manage identified budgets for the Archives Centre to ensure that resources deliver best value.</p> <p>Develop links and strong working relationships with a range of heritage and cultural organisations and stakeholders, identifying opportunities for collaborative working and promotion in order to ensure widespread community engagement with Medway’s history and heritage.</p> <p>Publicise and promote the services to all sectors of the community including, both users and non-users in collaboration with colleagues and volunteers at Medway Archives Centre and within the Library and Archives Service in order to ensure wide public engagement with local studies and archives.</p>	<ul style="list-style-type: none"> Developed communication skills, adept at conveying complex or sensitive information with clarity, utilising various methods to engage diverse audiences. Can demonstrate dexterity, co-ordination or sensory skills, where there is some demand for precision in the use of theses skills, for example driving and/or the general use of a computer during the working day. Capable of handling high work-related pressure, such as deadlines, interruptions, or conflicting demands. Able to work at height and to manoeuvre archive material using the correct equipment with assistance if required as a reasonable adjustment. . Able to devise and develop a classification system for relevant materials. Capable of managing financial resources, including setting and monitoring budgets to ensure effective spending. 		
Archives Centre Manager	Range 5	<p>Manage identified budgets and financial processes of the Archives Service with the Support of the Archivist and Library Service Manager in order to ensure that resources deliver best value.</p> <p>Manage and supervise the Medway Archives Centre team, setting appropriate work plans and day to day work activities in order to ensure that their development needs are identified and met.</p> <p>Support the Archivist in the care of the local studies and archives collections to agreed standards including developing and making collections accessible to customers onsite, online and through outreach activities in order to ensure with public engagement with Medway Archives.</p> <p>Support the Archivist on the acquisition, cataloguing, conservation and disposal of archive and local studies resources to ensure as far as possible that Medway Council provides a comprehensive, engaging and efficient archive service.</p> <p>Manage all aspects of staff and building Health and Safety within the Medway Archives Centre site ensuring compliance with all relevant Health and Safety legislation, to ensure a safe working environment for staff and customers.</p>	<p><u>Requirements at this level:</u></p>	<p><u>Requirements at this level in addition to level 5A:</u></p>	<p><u>Requirements at this level in addition to level 5A and 5B:</u></p>
			<p><u>Qualifications</u></p> <ul style="list-style-type: none"> Emergency Salvage training Hugo Lift training A good standard of general education with a minimum of 5 GCSEs or equivalent level 2 qualification, including Maths and English at grade 4-9 Two A levels or equivalent level 3 qualification in relevant subjects i.e. History, Politics, or Humanities <p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of current archival practices and standards Strong working knowledge of the history of Medway and the surrounding local areas Strong commitment to customer care including understanding the needs of special client groups Knowledge of building management and health and safety principles sufficient to undertake routine assessments of building safety An awareness of confidentiality, GDPR Legislation and Data Protection procedures. An awareness of equality, diversity and inclusion 	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> Continued CPD to support service delivery and expansion NEBOSH General certificate in Occupational Health and Safety or equivalent training <p><u>Knowledge</u></p> <ul style="list-style-type: none"> Advanced knowledge of special client groups and their needs Knowledge of wider council services that complement and link to Archives service provision Knowledge of community demographics and cultural/heritage services for areas of Medway relevant to Archives <p><u>Experience</u></p> <ul style="list-style-type: none"> Extensive experience of managing teams in an Archive environment Experience in supervising capital and maintenance works contracts within Archives 	<p><u>Qualifications</u></p> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> Advanced knowledge of the history of Medway and the surrounding local areas Advanced knowledge of the collections held at MAC Familiarity of the collections held at adjacent heritage facilities (i.e. Kent Archives, Guildhall Museum, etc) Knowledge of procurement principles Strong knowledge of relevant organisational HR policies <p><u>Experience</u></p> <ul style="list-style-type: none"> Experience of handling a wide range of issues stemming from people management Experience of handling a wide range of issues stemming from customer service Experience in taking an active role in cross-service and cross-authority projects to provide benefits and essential services for customers.

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
		<p>Plan and deliver a range of onsite and outreach activities in conjunction with the Archives and Local Studies Librarian to ensure that Archives plays a pivotal role in promoting and reflecting Medway’s heritage and culture.</p> <p>Contribute to the design, review and implementation of policies and procedures relating to the delivery of Archive Services in conjunction with the Archivist and Archives and Local Studies Librarian in order to further the development of a customer-focused Archive and local studies service.</p> <p>Support the Archivist on the organisation, display and promotion of all physical and digital collections at the centre in order to ensure effective access to the archive collections by the public at large.</p>	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an archives or heritage environment • Experience of working with the public, other local government officers and representatives of external organisations • Experience managing teams within a customer facing environment. • Experience of managing a team including recruiting, on-the-job training, development and appraisal. • Experience in maintaining accurate financial records within a customer service setting • Experience of being accountable, with supervision, for large budgets including setting, monitoring and ensuring effective spend of budgets. <p>Skills</p> <ul style="list-style-type: none"> • Proficient in the use of Microsoft Word, Excel, Teams and Outlook • Developed communication skills, adept at conveying complex or sensitive information with clarity, utilising various methods to engage diverse audiences. • Able to work in partnership, linking collections with community work. • Able to successfully handle competing demands • Able to take on responsibility for financial resources including setting and monitoring of budgets and ensuring effective spend of budgeted sums. • Able to work at height and to manoeuvre archive material using the correct equipment with assistance if required as a reasonable adjustment. 	<ul style="list-style-type: none"> • Experience in co-ordinating projects related to Archive activities utilising direct reports and/or volunteers <p>Skills</p> <ul style="list-style-type: none"> • Effective line management skills with the ability to motivate, develop and direct others professionally and sensitively. • Able to use existing guidelines to make decisions without ready access to a senior officer. • Able to motivate and engage teams across multiple work streams • Able to carry out workplace risk assessments • Able to build effective working relationships with internal and external partners 	<p>Skills</p> <ul style="list-style-type: none"> • Able to take on a wide range of work beyond the scope of the role, such as covering key duties of roles at the same organisational level within the service for extended periods or covering additional duties delegated from the Archivist • Able to manipulate and interpret information from a range of sources, to spot patterns and trends in information, to comprehend cause and effect from this and develop appropriate solutions and/or strategies. • Able to deputise for the Archivist in their absence • Able to deal with sensitive and complex HR issues satisfactorily • Able to investigate, respond to and put in place resolutions in response to customer complaints • Able to undertake long term (18 month plus) planning for engagement and activity plans within Archives • Able to lead project teams incorporating officers from across the service and other areas • Highly developed personal skills including mediation, coaching, mentoring, negotiation, motivation and team leading
Senior Archivist	Range 6	<p>Lead on the planning, provision, ongoing development and review of a comprehensive, engaging and efficient archive service; this includes managing projects, overseeing procurement activities and building effective stakeholder relationships to deliver service objectives successfully,</p> <p>Lead on the management and care of local studies and archives collections to agreed BS4971 standards including developing and making collections accessible to customers onsite, online and through outreach activities</p> <p>Lead on the acquisition, cataloguing, conservation and disposal of archive and local studies resources including negotiation with private depositors and owners of records</p>	<p>Requirements at this level:</p> <p>Qualifications</p> <ul style="list-style-type: none"> • A degree, or equivalent level 6 qualification, in any subject • A recognised level 7 Archives Administration qualification <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of current archival practices and standards • Strong working knowledge of the history of Medway and the surrounding local areas • An awareness of the One Medway Council Plan • Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding • Understanding of the BS4971 standards 	<p>Requirements at this level in addition to level 6A:</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Continued CPD to support service delivery and expansion <p>Knowledge</p> <ul style="list-style-type: none"> • A thorough understanding of developments in the heritage sector impacting on archive services • Strong knowledge of conservation principles • Knowledge of procurement principles • Knowledge of relevant organisational HR policies • Understanding of the One Medway Council Plan and service plan and how this role and the team contribute to delivering the outcomes 	<p>Requirements at this level in addition to level 6A and 6B:</p> <p>Qualifications</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Advanced knowledge of best practice relating to archive collection management and conservation • Knowledge of digital archiving practices • A thorough understanding of Archives Accreditation requirements and review/renewal processes • Knowledge of project management principles <p>Experience</p> <ul style="list-style-type: none"> • Experience of completing Archives Accreditation renewal/refresh

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		<p>Provide advice and archive management expertise in relation to Archive collections to develop and enhance service provision; this will include completing Archives Accreditation renewal/refresh as required.</p> <p>Lead on the development and management of the archives service offer, including identifying and implementing appropriate actions with the support of the Library Service Manager</p> <p>Ensure a close working relationship with the Library service, Heritage and Tourism team, National Archives and other stakeholders and depositors to ensure that Archives plays a pivotal role in promoting and reflecting Medway's heritage and culture</p> <p>Manage the budgets and financial processes of the Archives Service and local studies collections with the support of the Library Service Manager</p> <p>Manage and supervise the Medway Archives Centre Manager and Archives and Local Studies Librarian, setting appropriate work plans in order to ensure that their development needs are identified and met</p> <p>Design, review, agree and implement policies and procedures relating to the delivery of Archive Services in conjunction with the Libraries and Archives Management Team; this may include deputising for them at meetings.</p> <p>Lead on the organisation, display and promotion of all physical and digital collections at the centre and manage the digitisation and publication of collections through the council's digital archive system and relevant third party platforms in order to ensure effective digital access of the archive collections by the public at large</p>	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of post qualification archive work preferably within a local authority environment • Experience of managing archives collections including an appropriate budget • Demonstrable management experience – able to manage teams and workloads. • Extensive management experience at Archivist level including experience of managing archive repositories, health and safety and risk assessments. • Experience in developing and planning archive services and leading project work • Experience of working with the public, other local government officers and representatives of external organisations • Experience of cataloguing and appraising a broad range of archival collections <p><u>Skills</u></p> <ul style="list-style-type: none"> • Proficient in the use of Microsoft Word, Excel, Teams and Outlook • Strong commitment to customer care including understanding the needs of special client groups. • Able to advance tasks within guidelines, draw conclusions, and decide on actions. • Developed communication skills, adept at conveying complex or sensitive information with clarity, utilising various methods to engage diverse audiences. • Able to work in partnership, linking collections with community work. • Able to manipulate and interpret information from a range of sources, to spot patterns and trends in information, to comprehend cause and effect from this and develop appropriate solutions and/or strategies. • Dexterity, co-ordination and sensory skills relevant to working within an Archives environment. • Able to deal with high levels of work-related pressure and manage priorities effectively. • Capable of performing tasks that directly enhance the health, safety, or well-being of individuals or groups. • Effective line management skills with the ability to motivate, develop and direct others professionally and sensitively. • Good financial management skills with the ability to create and manage budgets to ensure financial stability, forecasting revenues and expenses, monitoring variances, and adjusting plans to meet organisational goals. 	<ul style="list-style-type: none"> • Working knowledge of the Council's finance system <p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of supervising capital works • Experience of leading recruitment exercises and inducting new staff • Experience of setting medium and long term development plans for staff at various levels • Experience of overseeing projects involving multiple internal stakeholders <p><u>Skills</u></p> <ul style="list-style-type: none"> • Able to identify customer needs from relevant data sources and to develop and implement plans for service delivery and improvement to meet these needs • Able to identify suitable income generation opportunities and pursue these • Able to co-ordinate multiple projects including outreach/off-site working • Able to provide advice, guidance, information and constructive feedback to enable employees to carry out their roles effectively • Able to adapt effectively to new ways of working, including taking on additional duties outside the core scope of the role for defined periods of time • Monitors the effects of own decisions and takes ownership for own actions 	<ul style="list-style-type: none"> • Has experience building long term strategic plans for delivery over a long timescale (e.g. 5 years or more) • Has experience carrying out tasks which impact on the wellbeing of people, including assessing needs, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems • Experience in presenting confidently on the role and importance of archives to a range of audiences. <p><u>Skills</u></p> <ul style="list-style-type: none"> • Able to provide effective leadership across the service for large scale projects which involve roles and teams outside of direct reports for this post. • Able to secure buy-in and resource/financial support from internal external support for a range of projects • Able to effectively undertake long term planning for service development of a 5 year period. • Able to effectively communicate change proposals, encourage and obtain agreement for new ways of working from a wide range of audiences • Able to take on a wide range of work beyond the scope of the role, such as covering key duties of roles at the same organisational level within the service for extended periods or covering additional duties delegated from the Library Service Manager • Able to negotiate and set agreements for collection deposit/ownership transfer.

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			<ul style="list-style-type: none">Able to work at height and to manoeuvre archive material using the correct equipment with assistance if required as a reasonable adjustment.		