

Job Description

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| Post title | County Archivist |
| JE Reference No | N11118 |
| Grade | 13 |
| Service | Regeneration, Economy & Growth |
| Service Area | Culture, Sport & Tourism – Culture |
| Reporting to | This post is accountable to the Strategic Manager Culture |
| Location | Your normal place of work will be County Hall but you may be required to work at any Council workplace within County Durham. |

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| DBS | This post is not subject to a disclosure. |
| Flexitime | This post is eligible for flexitime. |
| Politically restricted | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

Description of role

The post holder will work closely with the Strategic Manager Culture, to ensure the County Record Office continues to be managed and developed, and that all archival matters within the County Council are appropriately addressed. The post holder will also work closely with other Managers and external partners where joint delivery is required and will lead archive service development and transition to the new purpose-built Durham History Centre project as well as working within the Culture team extended management structure.

To support the development of the County's archival offer for the wider public benefit.

To specifically curate and care for the authority's archival collections, working in collaboration with collection owners, key partners and stakeholders.

To provide advice and support on matters relating to the role.

To be commercially aware and committed to improving the financial performance of the service.

To contribute, as necessary, to the overall management and success of the service area and the organisation as a whole.

To participate in working groups and interdepartmental teams whose work contributes towards the delivery of effective and efficient services and assist in achieving the council's key outcomes.

To lead on the move of the Archive from County Hall to the History Centre, ensuring the preservation and security of all archive material and that project milestones are met.

To develop and maintain relationships with key stakeholders such as The Regimental and Chattels Charity of the Former Durham Light Infantry and other collection owners;

To support the development of proposals for the display and exhibition (including travelling exhibitions) for collections within the Archive such as the DLI archive collection.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- To manage the County Record Office and to advise on its development, and contribute to the preparation and implementation of appropriate policies, strategies and business planning in line with the requirements of Archive Service Accreditation.
- To ensure the safekeeping and proper management of the County Council's records, and other items deposited with the County Record Office in line with the requirements of Place of Deposit and Archive Service Accreditation.
- To participating in the management and delivery of a new service model, business plan and the delivery of an initial activity programme in line with the History Centre's National Lottery Heritage Fund approved purposes.
- To drive the commercial development of the archive service, including managing the delivery of digital design and restoration services and professional research consultancy service, and to seek external funding where appropriate.
- To keep up to date with technological developments in archive preservation and management and to implement where appropriate.
- To develop policies and procedures within the archival service and contribute to the policy and procedures governing the History Centre.
- To identify and negotiate with potential depositors of records.
- To promote access to the archives to diverse audiences in line with service-wide audience development priorities.
- To deliver the archives service for Darlington Borough Council as per signed agreement.
- To deliver the functions of the Record Office as the Diocesan repository in respect of parish records in the Diocese of Durham.

- To manage the County Record Office team and ensure that staff appraisals, training and skill development take place throughout the service area and that County Council policies and protocols are followed.
- To represent the service on appropriate groups within the County Council, develop and maintain appropriate external partnerships.
- Shared responsibility for physical resources of the History Centre
- To promote the service to all appropriate stakeholders.
- As a senior manager within the culture service, be involved in developing the service plan one to two years in advance.
- To contribute to the effective management of relevant budgets.
- To maintain their own personal skill development and keep abreast of sector issues
- To prepare and deliver presentations and reports as required.
- This list indicates the principal duties, but it is neither complete nor exhaustive and may involve other duties that may be required by the Head of Legal & Democratic Services, within the grade and status of the post.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your Manager.

Organisational responsibilities

- **Values and behaviours**
To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.
- **Smarter working, transformation and design principles**
To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.
- **Communication**
To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.
- **Health, Safety and Wellbeing**
To take responsibility for health, safety and wellbeing in accordance with the council's Health and Safety policy and procedures.
- **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

- **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

- **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

- **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

- **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

- **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

- **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person specification

| | Essential | Desirable |
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| Qualifications | <p>Relevant degree or equivalent</p> <p>Postgraduate qualification in archive management</p> | |
| Experience | <p>Extensive experience of working in an archive repository in a senior position</p> <p>Extensive experience of collections management, including relevant ICT systems</p> <p>Experience of developing and delivering presentations, workshops and exhibitions</p> <p>Experience of managing staff and volunteers</p> <p>Experience of developing and maintaining external partnerships</p> <p>Experience of budget management</p> <p>Experience in grant and bid writing</p> <p>Experience in forward planning projects</p> <p>Experience in cross service delivery models.</p> | <p>Experience of working in a local authority record office</p> <p>Experience in moving and transferring archive collections.</p> <p>Experience of externally funded projects</p> |
| Skills & Knowledge | <p>Excellent leadership and management skills and ability to motivate the team, volunteers, community groups and partners.</p> <p>Ability to think, plan and act strategically, and solve complex problems.</p> <p>Experience with digital collection engagement and digital collection development</p> <p>Knowledge of key preservation, access and legislative issues relating to archives</p> <p>Good project management skills and ability to plan and evaluate outcomes.</p> <p>Understanding of audience development, inclusion and diversity.</p> <p>Excellent organisational skills</p> <p>Ability to work accurately at speed and make swift decisions</p> <p>Excellent inter-personal and networking skills (spoken and written, face to face and remotely, including online).</p> <p>Excellent written and verbal communication skills</p> <p>Excellent negotiating skills</p> <p>Ability to use initiative, work to deadlines, work under pressure and prioritise tasks.</p> <p>Comprehensive knowledge of cataloguing, digital preservation and conservation practice.</p> <p>Ability to read, understand and interpret a wide range of documented material dating from the 1100s onwards.</p> | <p>Knowledge of County Durham and its history</p> <p>Knowledge of Latin</p> <p>Knowledge of local government organisation and functions and associated records.</p> |

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| | ICT skills and knowledge Manual handling skills and understanding of manual handling issues Access to a car or access to a means of mobility support (if driving, must have a current valid driving licence and appropriate insurance). | |
| Personal Qualities | Enthusiasm and drive, keen and quick to learn Self motivated and able to motivate others Strategic, assertive and decisive Innovative and enterprising Collaborative approach suited to partnership working Committed to continuous professional development Flexible, able to work at different tasks as different demands are made on the Office Tact and diplomacy Interest in, and commitment to, the aims of, and services provided by, a county record office Willingness to work outside normal office hours | |