

Kent County Council

Job Description: *Archive Engagement Officer*

Directorate	Growth, Environment and Transport
Unit/Section	Libraries, Registration & Archives
Grade	KR9
Responsible to	Service Manager – Archives and Local History

Job Purpose

The role is to lead on and deliver learning and outreach services for Kent Archive and Local History Service. It is also to develop working partnerships and new audiences to widen access and understanding of the county's historic collections. Engaging with universities, schools and communities across the county who may not previously have engaged with the Archive Service, whilst nurturing ongoing relationships with stakeholders. To develop grant funded work for the benefit of the service and all its users.

Accountabilities

- 1.** To develop new audiences within Kent's education sectors such as schools, universities and adult education. To develop curriculum-based toolkits.
- 2.** To identify and build strong working relationships with relevant organisations, groups and networks in Kent, in order to widen participation in and use of Kent's Archive and Local History Service.
- 3.** Work with the collections to increase access to them in new and innovative ways. Initiate and encourage projects which stimulate interest in Kentish history, including discovering, interpreting collections and learning.
- 4.** Deliver promotional events and outreach activities working collaboratively with colleagues in the Archive and Local History Service.
- 5.** Provide training and support for LRA colleagues and stakeholders and develop models of good practice. Supervise volunteers carrying out work on the collections to help deliver consistent services.
- 6.** Contribute to income generation within the Archive and Local History Service including paid-for research service.
- 7.** Maintain an excellent working knowledge of national and international good practice in archives and local history services.
- 8.** Pro-actively engage in business planning by identifying opportunities and carrying out projects for service improvement and greater efficiency.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Archive Engagement Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

Criteria	
Qualifications	Educated to degree or postgraduate level in archive administration or librarianship, or can demonstrate equivalent professional level of knowledge and experience.
	IT literate and competent in the use of Microsoft Office, particularly Excel.
Experience	Experience of developing networks and partnerships. Experience of consulting customers and applying learning to service improvement.
	Experience of stakeholder engagement, including the ability to engage and influence effectively at a senior level.
	Experience of using archive and local history collections to promote services.
	Experience of promoting equality among staff and members of partnerships, and of the delivery of customer services responsive to the diverse needs of our customers.
Skills and Abilities	Able to provide specialist advice, guidance and training to help staff, customers, partners and volunteers.
	Able to read, understand and interpret historic documents from all periods represented by Kent Archive Service.
	Able to work as part of a team or individually to co-ordinate, manage and evaluate projects.
	Excellent research and interpretation skills, able to adapt and present findings in an appropriate way, mindful of the impact on the intended audience.
	Contribute to collective problem solving and creative thinking.
	Able to converse at ease with the public and colleagues and able to identify the right means and language for each message, including using correct terminology where appropriate.
	Actively promotes an inclusive culture of equal opportunity and access for all.
Knowledge	Can demonstrate awareness of national, regional and local organisations and their agendas which may impact on services or provide potential partnerships.
	Knowledge of the history and geography of the county of Kent.
	Understanding of local government systems and accountabilities, the Kent County Council environment and the implications for service management and development.
	Awareness of national initiatives and policies relating to the development of services in archives, and local studies.

	Understands and can implement all health & safety and data protection/confidentiality legislation and policies e.g., risk assessment and monitoring the implementation of policies.
Kent Values and Cultural Attributes	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>