

## Kent County Council

### Job Description: Archive Services Officer (Cataloguing)

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Archive Service Officer (Cataloguing)</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Assistant Service Manager – Archives and Local History</b>

#### **Purpose of the Job:**

To make collections cared for by Kent's Archive and Local History Service accessible by sorting, appraising and cataloguing on CALM.

#### **Main duties and responsibilities:**

- Cataloguing, to ISAD-G standards, archive collections cared for by the Kent Archive and Local History Service.
- Appraising, sorting and cataloguing deposits of archives, to relevant standards.
- Assisting with enquiries concerning the collections.
- Participating in promotional events and outreach activities and working with the Archive and Local History Team to create exhibitions, as required.
- Supporting colleagues and volunteers carrying out work on the collections to help deliver consistent services, as required.
- Maintaining a good knowledge of national and international good practice in archives and local history services.
- Pro-actively engage in business planning by identifying opportunities 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 Services Officer (Cataloguing)

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to degree or postgraduate level in archive administration or librarianship, or can demonstrate equivalent level of knowledge and experience.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Confident cataloguing large archive collections and familiar with best practice and relevant standards.</li><li>• Experience of using archive and local history collections to promote services</li><li>• 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.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Able to assess and catalogue historic collections and material to ISAD (G) standards using CALM.</li><li>• IT literate and competent in the use of Microsoft Office, in particular Excel.</li><li>• Able to manage a complex workload and prioritise effectively in order to meet deadlines and work effectively with the ability to respond to changing priorities.</li><li>• A methodical approach, close attention to detail and high standards of spelling, grammar and punctuation.</li><li>• Able to work as part of a team or individually to coordinate, manage and evaluate projects.</li><li>• Contribute to collective problem solving and creative thinking.</li><li>• Excellent written and oral communication skills.</li><li>• Actively promotes an inclusive culture of equal opportunity and access for all.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Can demonstrate awareness of national, regional and local organisations and their agendas which may impact on services or provide potential partnerships.</li><li>• Understanding of local government systems and accountabilities, the Kent County Council environment and the implications for service management and development.</li><li>• Awareness of national initiatives and policies relating to the development of services in archives, and local studies.</li><li>• Understands and is able to implement all health &amp; safety and data protection/confidentiality legislation and policies</li><li>• e.g., risk assessment and monitoring the implementation of policies.</li></ul>

**KENT VALUES AND  
CULTURAL  
ATTRIBUTES**

**Kent Values:**

- 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

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making