

Kent County Council  
Job Description: Archive Services Officer

---

<b>Job Title</b>	<b>Archive Services Officer</b>
<b>Directorate</b>	<b>Growth, Environment &amp; Transport</b>
<b>Unit/Section</b>	<b>Libraries, Registration &amp; Archives</b>
<b>Grade</b>	<b>KR 7</b>
<b>Responsible to</b>	<b>Assistant Service Manager – Archives and Local History</b>

**Job Purpose**

Make KCCs archive and local history collections more accessible to customers and community groups by working on and developing the collections and promoting heritage services

**Accountabilities**

1. Display active commitment to a customer focused service by placing the customer at the heart of every aspect of our work. Engage directly with customers in a friendly, helpful manner, contributing to public involvement and achieving the best possible outcome for the customer, including answering enquiries in person and remotely.
2. Working with the Archive and Local History Team acquire, assess, sort and catalogue material to relevant standards.
3. Identify and deliver projects which stimulate interest in local and family history by discovering, transcribing and interpreting stories and information from the collection.
4. Participate in promotional events and outreach activities and work with the Archive and Local History Team to create exhibitions.
5. Train and support staff and volunteers carrying out work on the collections to help deliver consistent services.
6. Contribute to income generation within the Archive and Local History team including paid for research service.
7. Maintain a good knowledge of national and international good practice in archives and local history services.
8. 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 his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: Archive Services 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.

<b>CRITERIA</b>	
<b>Qualifications</b>	Educated to degree or postgraduate level in archive administration or librarianship, or can demonstrate equivalent level of knowledge and experience.
	Able to assess and catalogue historic collections and material to ISAD (G) standards using electronic systems.
	IT literate and competent in the use of Microsoft Office.
<b>Experience</b>	Experience of engaging with customers and dealing with enquiries.
	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.
<b>Skills and Abilities</b>	Able to provide advice, guidance and training to help staff and partners.
	Able to participate in long term planning for service improvement while being sensitive to changes in political priorities.
	Able to manage a complex workload and prioritise effectively in order to meet deadlines and work effectively with only minimal supervision.
	Able to work as part of a team or individually to coordinate, manage and evaluate projects.
	Contribute to collective problem solving and creative thinking.

	<p>Able to converse with 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. Can produce influential reports for the Libraries, Registration and Archive Management Team.</p> <p>Actively promotes an inclusive culture of equal opportunity and access for all.</p>
<b>Knowledge</b>	<p>Can demonstrate awareness of national, regional and local organisations and their agendas which may impact on services or provide potential partnerships.</p> <p>Understanding of local government systems and accountabilities, the Kent County Council environment and the implications for service management and development.</p> <p>Awareness of national initiatives and policies relating to the development of services in archives, and local studies.</p> <p>Understands and is able to implement all health &amp; safety and data protection/confidentiality legislation and policies e.g., risk assessment and monitoring the implementation of policies.</p>
<b>Behaviours and Kent Values</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>