

## Kent County Council

### Job Description: *Archive Services Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Libraries, Registration and Archives</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Assistant Service Manager – Archives and Local History</b>

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

Make KCCs archive and local history collections accessible to customers and stakeholders by liaising with depositors, accessioning, appraising and cataloguing collections. To develop access to the collections by creating new catalogues and improving the online catalogue, answering enquiries both remote and in person. To promote and advocate for the service internally and externally.

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

- 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, providing specialist advice, including answering enquiries in person and remotely.
- Acquire, assess, sort and catalogue archive material including born-digital, to ISAD-G and Kent Archive and Local History Service cataloguing standards.
- Translating, transcribing and interpreting collections for the benefit of customers to enable greater understanding of the archive and local history collections.
- Participate in promotional events and outreach activities and work with colleagues in the Archive and Local History Service and outside partners.
- Provide training and support for LRA colleagues and stakeholders, using an appropriate method.
- Supervise volunteers carrying out work on the collections to help deliver consistent services.
- Contribute to income generation within the Archive and Local History Service including paid-for research service.
- Maintain an excellent working knowledge of national and international good practice in archives and local history services.
- Pro-actively engage in business planning by identifying opportunities and carrying out projects for service improvement and greater efficiency.
- Apply experience to solve and explain complex archival and local history problems.

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*

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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 professional level of knowledge and experience</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Able to assess and catalogue historic collections and material to ISAD (G) standards using electronic archive management system</li> <li>Experience of appraising and cataloguing archive and local history collections</li> <li>Experience of engaging with customers and dealing with enquiries</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 provide specialist advice, guidance, and training to help staff, customers, partners and volunteers</li> <li>Hold demonstrable palaeography skills and able to read, understand and translate Medieval Latin</li> <li>Able to manage a complex workload and prioritise effectively in order to meet deadlines and work effectively with only minimal supervision</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>Able to converse with ease with the public and colleagues and able to identify the right means and language for each message, including using correct terminology where appropriate</li> <li>Actively promotes an inclusive culture of equal opportunity and access for all</li> <li>IT literate and competent in the use of Microsoft Office, particularly Excel</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of the main types of documents likely to be held in a typical county public record office</li> <li>Knowledge and understanding of General Data Protection Regulations, Freedom of Information and</li> </ul>

	<p>Information Governance legislation</p> <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 and safety and data protection/confidentiality legislation and policies e.g. risk assessment and monitoring the implementation of policies</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</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>