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|  | **HIGH LIFE HIGHLAND**  **JOB DESCRIPTION** |

**JOB TITLE**: Trainee Archivist

**SALARY**: £21,167 - £23,224

**LOCATION:** Nucleus: The Nuclear and Caithness Archives, Wick

**RESPONSIBLE TO:**  Highland Archivist

**JOB PURPOSE:** To manage the public searchroom and the Caithness archive collections at Nucleus: The Nuclear and Caithness Archives, ensuring the highest standards of collections management, preservation and public accessibility.

This post provides a unique opportunity to gain experience in all aspects of archival practice whilst undertaking professional training on a recognised postgraduate training course in Archives and Records Management. The post is tenable for a maximum period of four years, with the expectation that the post holder will achieve a qualification during that timescale, and thereafter move into the qualified post.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. To manage and make accessible the archive collections relating to Caithness held at Nucleus: The Nuclear and Caithness Archive.
2. To oversee the secure storage, retrieval, and passive conservation of the archive collections relating to Caithness held at Nucleus: The Nuclear and Caithness Archive.
3. To oversee the operation of the public searchroom and respond to enquiries from the public and from Council officers having regard to the implementation of security arrangements to ensure the physical and intellectual protection of the archive collections.
4. To work collaboratively with the Nucleus Site Manager, the Head Archivist (Nuclear Records) and other colleagues to ensure a streamlined service is delivered across all public-facing areas of the building.
5. To achieve a nationally recognised archives and records management qualification funded by High Life Highland.
6. To participate in the development of the Highland Archive Service, to take a pro-active approach to the further development of the Caithness collections.
7. To receive and process archive collections, including born digital records, and participate in planned programmes of listing to internationally recognised standards using CALM software, ensuring the availability of catalogues in hard copy and on-line.
8. To liaise with depositors and donors of archives, and to undertake surveys of records relating to Caithness.
9. To respond to enquiries from members of the public in person, on the telephone, by post and email.
10. To publicise the Caithness collections through exhibitions, talks, publications, social media and other means, and to support the work of local and family history societies.
11. To compile statistics relating to the activities of the Archive Service.
12. To supervise the work of the Archive Assistant(s), agreeing work programmes, carrying out performance appraisals and supporting their training needs as necessary.
13. To supervise and recruit volunteers and devise work programmes accordingly.
14. To liaise with the Nucleus Head Archivist regarding the Nucleus Outreach Programme including input into the Nucleus exhibition and events schedule.
15. To liaise with the Community Engagement Officer with regards to community, education and learning activities relevant to the Caithness collections, including participation in collaborative events with HLH colleagues based in Caithness.
16. To liaise with the HLH Conservation staff to identify documents in need of conservation and to prioritise these.
17. To liaise with HLH Records Management staff to ensure the smooth running of council records retrievals and the continued development of the Caithness archive collections.
18. To liaise with the HLH Family Historian with regards to requests for genealogical research.
19. To provide support to any other parts of the Highland Archive Service as required.
20. To have regard to the implementation of appropriate Health and Safety measures particularly within the public areas.
21. The post holder must be prepared to work flexibly and outside normal office hours on occasion.

**Other Duties:**

* You may be required to perform duties, appropriate to the post, other than thosegiven in the job specification. The duties and responsibilities attached to the post may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

**Date:** November 2019

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|  | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

**JOB TITLE:** Trainee Archivist

**LOCATION:** Nucleus: The Nuclear and Caithness Archives, Wick

**ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

1. **EXPERIENCE**

* Experience of working with the public
* Some knowledge and appreciation of the nature of archive work
* Experience of managing staff and/or volunteers is desirable

1. **EDUCATION AND QUALIFICATIONS**

* Educated to a degree level
* A firm intention to pursue a career in Archive and Records Management by undertaking professional training on a recognised training programme

1. **SKILLS/ATTRIBUTES GENERAL**

* Good communication and presentation skills.
* The ability to engage with, supervise and motivate colleagues, volunteers and others.
* The ability to implement appropriate quality standards for service delivery.
* Holder of a full driving licence with access to a vehicle or the ability to provide personal transport.

1. **SKILLS/ABILITIES SPECIFIC TO THE POST**

* Good ICT skills and the willingness to use dedicated archives software when cataloguing archives.
* The ability to oversee the day to day operation of the public service.
* To ability to work accurately and with attention to detail.
* The willingness to assist in the development of the Caithness archive collections as an integrated part of the Highland Archive Service.
* The ability to prioritise tasks during busy periods.
* The ability to work collaboratively within HLH as well as with external partners.
* To ability to work to respond to enquiries from members of the public with courtesy and efficiency

1. **INTERPERSONAL AND SOCIAL SKILLS**

* The ability to supervise others and assist in the development of work programmes and staff training.
* The ability to work alone and as part of a team.
* The ability to communicate clearly and engage with colleagues, volunteers, readers and others.