



Cumberland Council

Post Specification

Date	February 2025
Post Group Number	PG7142
Post Title	Archive Professional Lead
Job Family	Organisational Support
Job Family Role Profile	OS
Final Grade	15

To be read in conjunction with the job family role profile

Service Area description	
Library and Archive Service	
Customer and Community Services	
Purpose of this post	
To be the professional lead for the Cumberland Council Archive function and responsible for the operational delivery of archive services across the county.	
This post will report to the Library and Archive Manager	
Key job specific accountabilities	
<ol style="list-style-type: none">1. To manage the countywide archive service ensuring all professional standards and legal requirements are met, delivering a high quality, inclusive, modern, customer focused archive offer that supports the delivery of council priorities2. To provide specialist advice to the organisation on archive related matters and engage with national, regional and local stakeholders on behalf of the council3. Manage, develop, motivate and support a skilled workforce that is equipped to promote and deliver community, digital and customer facing archive services to a high level of customer satisfaction.4. Maintain readiness to respond locally to any emergency in accordance with Directorate and Service business continuity plans.5. Take operational responsibility for controlling archive expenditure and budget preparation6. Take responsibility for the day to day effective and safe management and use of buildings, equipment, stock and resources in the local area ensuring a consistently high quality environment for customers.	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">• Staffing, project delivery, income and small purchases budget

Staff Management Responsibilities	<ul style="list-style-type: none"> • Shared responsibility for all archive staff
Other	<ul style="list-style-type: none"> • Handling archives which are unique and irreplaceable and can have a high financial value
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • Extensive experience of working in and knowledge of archive administration and management. • Desirable qualification in Archive Administration or recognised equivalent • Educated to at least skill level 6 (degree level) Or have significant equivalent professional experience of managing an operational team • Significant demonstrable equivalent knowledge and experience of managing service delivery - delivering improvement and customer satisfaction • A good understanding of archive services their organisation and delivery, statutory provisions and relevant guidance • A working knowledge and awareness of the public sector, especially local government • A good working knowledge and awareness of the wider cultural and information sectors • Ability to manage revenue budgets ensuring correct financial and procurement processes are followed and managing within budget • Ability to use a range of problem solving and decision making tools and techniques in a timely way • Flexible, adaptable and able to work under pressure • Experience of working with local elected members and partner organisations • High standard of written and verbal communication skills • Significant management experience • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • Leadership and Management of Teams across multiple sites
Physical Demands	<ul style="list-style-type: none"> • Manual Handling of objects/boxes
Working Conditions	<ul style="list-style-type: none"> • Requirement to travel around Cumberland and outside of council boundaries
Other Factors	