



Cumberland Council

Post Specification

Date	October 2023
PG Number	7273
Post Title	Archivist
Job Family	Regulation and Technical
Job Family Role Profile	RT9
Final Grade	Grade 10 (inc JWCs')

To be read in conjunction with the job family role profile

Service Area description	
Cumbria Archives, Cumberland Council	
Purpose of this post	
Organise and develop Archive services. With the Operational Manager, assist in the overall strategy and development of Archive services within the Area, in line with Directorate and Council policy	
Key job specific accountabilities	
<ol style="list-style-type: none">1. Oversight – Oversee the day-to-day operation of the Archive Centre, to provide a secure place of deposit for archives, and an excellent public service.2. Stock Management – Control the accession, catalogue and indexing of archives in accordance with international standards of description to ensure they are widely available to researchers3. Advice - Advise visiting and remote enquirers about the range of archives and local studies sources relevant to their research, and answer enquiries about the history and topography of the county, its people and its records.4. Promotion - work within the Council and externally, to encourage the use and appreciation of archives and local studies material.5. Legal - Protect the rights and interests of all depositors, archive owners and data subjects, and ensure that all conditions of deposit, legal requirements relating to the care and custody of documents, and best practice are researched and observed.	
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">• Nil
Staff Management Responsibilities	<ul style="list-style-type: none">• The post holder will be expected to provide professional support and support the work of the work of para-professional colleagues, but will have no direct line
Other	<ul style="list-style-type: none">• management responsibilities.
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none">• Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ 4).• Post-graduate qualification in Archive Administration (or recognised equivalent)• Knowledge of key Archival principles• ICT skills including Archive Management Software• Ability to travel around Cumbria• Ability to work with key stakeholders and partners inside and beyond the Council	

Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> This post requires does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> Occasional need to deal with challenging customers and depositors
Physical Demands	<ul style="list-style-type: none"> Role involves some lifting and carrying archives, climbing stepladders, and working in awkward/constrained spaces in strongroom, outstores, and depositors' premises
Working Conditions	<ul style="list-style-type: none"> Occasional unpleasant external working conditions (associated with outstores and some depositors' premises) May necessitate protective equipment to be used when required. Requirement to travel around the county collecting archives from depositors, and for other reasons Flexible approach to working hours including occasional Saturdays Key-holding responsibilities for the archive centre, with potential to be called out for alarms
Other Factors	
<ul style="list-style-type: none"> 	