



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Glamorgan Archivist	Directorate: Governance and Legal Services
Section: Glamorgan Archives	Reporting to: Glamorgan Archives Joint Committee, and the Director of Governance and Legal Services, Cardiff Council
Grade: OM2	Hours per Week: 37
Post Number: 50166761	Number of Employees Reporting to Post: 14 FTE's
Special Conditions: The post is hosted by Cardiff Council on behalf of Cardiff Council, The County Borough Councils of Bridgend, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan	Location of Post: Glamorgan Archives, Clos Parc Morgannwg, Cardiff
<p>Job Purpose:</p> <ul style="list-style-type: none"> • Through the Glamorgan Archives Joint Committee, lead the Archive Service for the 6 authorities, ensuring preservation, promoting public access, managing staff and resources efficiently and effectively to ensure the highest quality service possible with available resources. • Manage the interface between the Glamorgan Archives Joint Committee and the Glamorgan Archive Service 	
<p>Duties and Responsibilities</p> <p>Job Specific Requirements</p> <ol style="list-style-type: none"> 1. Represent the Glamorgan Archives Joint Committee in all matters pertaining to archives, advise on archive issues and report on progress. 2. Adhere to the agreed governance arrangements of the Glamorgan Archives Joint Committee, ensuring that decision making procedures are complied with. 3. Be responsible for the management of employees including recruitment, monitoring, performance management, discipline, training and development, and ensure their health and safety at work. 4. Manage the financial resources allocated, exercising budgetary control to achieve efficient financial performance and to generate income where appropriate. 5. Determine priorities, targets and programmes of work, and monitor through targets, performance indicators and evaluation. 	

6. Have overall responsibility for the physical security and integrity of the Collection, together with responsibility for protecting the confidentiality and copyright interests of record owners.
7. Ensure the continuous development of the Archive Service
8. Ensure that national standards for the storage, handling and description of archives are complied with as closely as available resources allow.
9. Be responsible for ensuring the maintenance of the Glamorgan Archives building and its security, including emergency preparedness.
10. Develop and maintain appropriate administrative procedures to ensure efficient operation in line with audit requirements and the regulations and procedures of the supporting authority.
11. Direct, control and manage, in conjunction with appropriate team members, operational services in relation to repository care, access, collections management, IT and conservation, promotion and to plan for future developments in the sector.
12. Liaise as necessary with owners and custodians of records, officers and members of contributing authorities, local and national organisations, to maximise the impact of Glamorgan Archives, ensure a co-ordinated approach to heritage and records management issues, and encourage the take up of professional advice and assistance.

Corporate Requirements

1. Participate actively in supporting the principles and practice of equality of opportunity as stated in the Council's Equal Opportunities Policy.
2. Take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
3. As a statutory duty, adhere to the Council's Corporate Safeguarding Policy and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. In order to support you in this, you are required to access safeguarding training at the level which is relevant to this post.
4. *As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.*
5. *Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.*

DATE COMPLETED: _____ **AGREED BY:** _____
(Recruiting Manager)

Date Received by Post holder: _____

Signature of Post holder: _____



Person Specification

Job Title: Glamorgan Archivist

Post Number: 50166761

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Area to be Demonstrated	Essential Requirements YOU MUST DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS	Desirable Requirements YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US	How Assessed Application Form or Interview or Both
Competencies (as per Behavioural Competency Framework)	<ul style="list-style-type: none"> • Putting Our Customers First – 4 • Getting Things Done – 4 • Taking Personal Responsibility – 4 • Seeking to understand others and treating them with respect – 4 		Application Form & Interview
Education & Training	Post-graduate qualification in Archive Administration		Application Form & Certification where required
Experience / Knowledge	<p>Substantial professional experience in archives, at a senior level within a large service</p> <p>Understanding of archival principles and practice</p> <p>A good understanding of digital preservation</p> <p>Staff management</p> <p>Budget management including income generation</p> <p>Project management</p>	<p>Volunteer management</p> <p>Income generation</p> <p>Experience with elected members and their committees, or other board/trustee governance arrangements</p>	Application Form and Interview

Skills and Abilities	<p>The ability to lead the Joint Archive Service and to work at a strategic level determining the Service's objectives and priorities</p> <p>Excellent interpersonal skills, relating to people at all levels, motivating staff and team building</p> <p>Excellent communication and presentation skills</p> <p>Excellent management skills including budget management and committee work</p> <p>Ability to initiate, contribute to and manage change</p> <p>Ability to prioritise a varied workload</p> <p>Ability to promote the service and raise its profile to the public and the authorities contributing to the joint service.</p>	<p>Written and spoken Welsh</p> <p>Understanding of the operation of local government in Wales</p> <p>A knowledge and understanding of the historical development of South Wales and its resultant archival heritage</p>	<p>Application Form and Interview</p>
Personal Attributes	<p>Capacity to develop a management environment of confidence and trust</p> <p>Committed to continuous service improvement</p> <p>Commitment to service purpose and core values</p> <p>Commitment to the Council's Equal Opportunities Policy</p>		<p>Interview</p>
Special Circumstances		<p>Ability to travel to venues across the region</p>	<p>Application Form and Interview</p>