

**GLAMORGAN ARCHIVIST  
OM2**

£46,552 - £56,233

Glamorgan Archives is responsible for the preservation of the written history of a large and populous region of South Wales.

Since the 1st April 1996 we have provided a joint service to the Cardiff Council, and Bridgend, Caerphilly, (for the former Rhymney Valley District Council area), Merthyr Tydfil, and Rhondda Cynon Taff County Borough Councils and the Vale of Glamorgan Council. We are committed to the active development of the service, working closely with local and national heritage services and community organisations to make the archival heritage of South Wales accessible to the widest possible range of individuals, with particular emphasis on those within our population base of over one million.

Based in Glamorgan Archives' purpose built accredited facility in Cardiff you will report directly to the Joint Committee, and lead the Archive Service. You will determine the service's objectives and the strategies required to achieve those objectives. You will be an employee of Cardiff Council and have the opportunity to be a member of the Local Government Pension Scheme.

In addition to being a qualified Archivist with outstanding communication, motivational and management skills, you must be committed to developing staff within your team, demonstrate the ability and experience to handle complex situations within a large service, and respond well to challenges and change. You will be accustomed to developing imaginative initiatives, particularly with respect to income generation. An excellent understanding of the challenges posed by digital preservation together with experience of financial systems is important.

A knowledge and understanding of the historical development of this region and a particular commitment to the industrial heritage of South Wales is desirable, as is a knowledge of Welsh.

For an informal discussion about this post please contact the current post holder, Susan Edwards, on 029 20872200 or email [glamro@cardiff.gov.uk](mailto:glamro@cardiff.gov.uk)

Information about current activities is available at [www.glamarchives.gov.uk](http://www.glamarchives.gov.uk). We welcome applications in both English and Welsh.

Closing date