

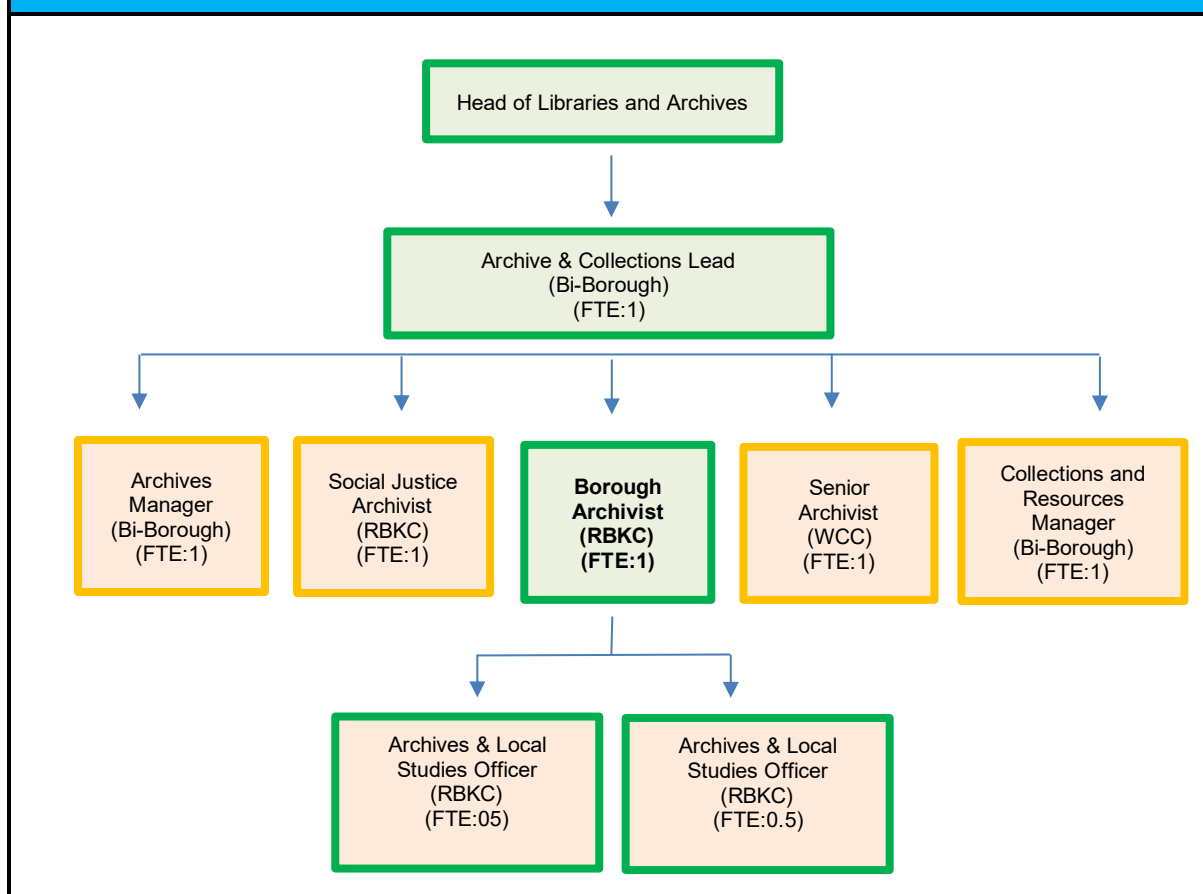
JOB DESCRIPTION

Job Title	Borough Archivist
Directorate	Education
Division	Libraries and Archives
Service	Archives and Local Studies
Grade	Grade F

DBS Check Required	Enhanced with Children's and Adults Barred List
Justification for DBS	Regulated Activity with Children and Adults
Politically Restricted	No

Responsible to:	Archives & Collections Lead
Employees directly supervised (if applicable):	Archives & Local Studies Officers

Family Tree (job titles only, no employee names)



1. JOB PURPOSE:

- Provide the professional skills and expertise required to manage and develop the Royal Borough of Kensington and Chelsea's Archives & Local Studies collections to safeguard over 450 years of borough history. This includes the acquisition, processing, cataloguing, and conservation of archival materials, ensuring their management in accordance with relevant legislation, national standards and best practice.
- To lead, co-ordinate and manage the Archives & Local Studies team, working with the Archives & Collections Lead and Bi-Borough Archives Manager to ensure that RBKC's Archives & Local Studies is a welcoming and inclusive space for all.
- Foster meaningful engagement with local communities, stakeholders, and partner organisations to enhance public access to the archive. Develop and deliver outreach activities, research resources, and collaborative initiatives that empower individuals to document and preserve their lived experiences.
- Ensure the archive operates effectively within established governance frameworks, adhering to legal, ethical, and professional standards. Oversee financial management, contribute to funding applications, and maintain robust reporting mechanisms to demonstrate impact and sustain the archive's long-term viability.

2. DESCRIPTION OF DUTIES:

Advocacy, Collaboration, Policies and Procedures

- Use professional expertise and judgement to lead the management and development of the archive to safeguard the history of the borough. This includes the acquisition, processing, cataloguing, management and provision of access of archive material
- Lead in the development and delivery of archival policies, procedures and team training in line with legal requirements and recognised national and best practice standards. Shape service directions in line with the Libraries & Archives strategic vision
- Advocate and raise awareness for the Archives & Local Studies collections, internally and externally. Lead the team to develop and deliver outreach activities, research resources, and collaborative initiatives across Libraries & Archives that empower individuals to document and preserve their lived experiences
- Listen to and effectively communicate with local communities about the role of the archive and its services, including but not limited to archive users, residents, community groups, schools, local businesses and organisations
- Collaborate with the Social Justice Archivist and Bi-Borough Archives Manager to effectively manage and deliver shared aspects of the RBKC archives service (e.g. storage, budget)

- Lead on requests under the Freedom of Information (FOI), and Data Protection (DP) regulations and ensuring organisational compliance
- Manage the transfer of physical and born-digital material records marked for permanent retention, from other Council departments. Communicate effectively the need to maintain records management best practice and develop pathways for Council departments to transfer archival records to Archives & Local Studies
- Manage complex relationships with stakeholders, partners, customers and others to an exceptionally high standard, upholding RBKC's values and behaviours
- Utilise Bi-Borough partnership with Westminster Libraries & Archives to collaborate on shared activity, joint service projects, and share expertise
- Exercise effective and responsible financial management, taking responsibility for day-to-day budget management decisions. Be active in maximising the income generation potential of the Archives & Local Studies service

Collections Management and Access

- Manage the Archives & Local Studies strongrooms. Ensure the best storage conditions for physical archives are provided, applying national sector and best practice standards. Collaborate with the Bi-Borough Archives Manager to continually monitor and improve conditions
- Identify and apply preservation and conservation needs of collection material, including identifying external professional conservation practitioners where necessary
- Collaborate with Bi-Borough Archives Manager on emergency planning for collections, ensuring they are considered as part of the Libraries & Archives overall business continuity planning processes
- Deal with complex internal and external research enquiries, identify relevant collections and resources, and communicate findings effectively
- Manage and provide access to physical and digital archive collections in Archives & Local Studies searchroom through the development, review and application of effective policies, procedures and standards
- Collaborate with the Social Justice Archivist, Systems Manager and Archives & Collections Lead to align collections access across all parts of the wider Archives service
- Have oversight of the team schedule ensuring it provides effective and inclusive customer service. Ensure and contribute to the provision of searchroom supervision, arrangement of research appointments and undertake timely retrieval and reshelving duties to keep the public service operating to a high standard. Undertake cash management procedures as part of day-to-day searchroom duties
- Develop research and reference collections which effectively support the archive collections and provide relevant contextual information for researchers

Line management and professional development

- To keep abreast of professional developments in the archive field, attend relevant courses, conferences and meetings, and represent the Royal Borough of Kensington & Chelsea on external bodies as required. Liaise directly with The National Archives to ensure the archive is represented in the sector, professional practice is current, and lead the archive in meeting and maintaining sector standards and obtaining quality marks
- Line manage, motivate and develop your direct reports. Meet with your direct reports on a regular basis to check on progress against agreed objectives, personal learning and development goals. Manage and complete probation, appraisal and other HR processes effectively and in a timely manner
- To work to and review personal work objectives priorities and performance targets, developing a personal development plan in collaboration with Archives & Collection Lead
- Lead the volunteer, intern and work experience programme. Identify and create volunteer project plans. Manage and supervise individuals and facilitate training where necessary.
- Contribute to the development of funding applications and other financial resourcing activities, working with the Archives & Collections Lead, Bi-Borough Archives Manager, Social Justice Archivist and the Archives & Local Studies team, and finance colleagues
- Demonstrate outcomes, impact and progress against set targets by maintaining statistical data and regularly reporting on the work of the archive through internal and external communication channels and reporting mechanisms
- Lead the implementation of a digital management and preservation infrastructure across RBKC archive services, collaborating with ICT and Information Governance colleagues
- To carry out duties in accordance with the Council's Health and Safety policies and relevant legislation
- The post-holder will be required to hold a valid Enhanced DBS certificate.
- Ability to lift and move boxes of records up to 7kg in weight
- There are some requirements to work outside normal working hours (e.g. occasional out-of-hours outreach events or community meetings, on and offsite, at evenings or weekends).
- To initiate and monitor building, IT and equipment repairs. To liaise with and monitor the work of contractors on site

The duties and responsibilities outlined in this job description are indicative of the role, but

they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Borough Archivist
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications A Masters (MA) or PG Diploma (PGDip) professional Archivist or collections management qualification, or substantial relevant experience managing an archive service
C	Experience - Detailed knowledge of relevant professional standards, best practice and legislation - Up to date knowledge and practical experience of collections care and management - Experience managing, developing and making accessible archive and associated collections in physical and digital formats - Demonstrable knowledge of recognised archival standards and practice, particularly those relating to archival cataloguing (ISAD(G)) and experience of using collections cataloguing software

- Experience of working with the public in a customer focussed service
- Experience of effective public programming, outreach and working closely with local communities to enable community participation
- Experience of developing and applying policy, procedures and best practice standards, and understanding the regulatory landscape (e.g. Freedom of Information, Data Protection and Public Records Act)

Skills

- Excellent listening skills
- Excellent people skills
- Excellent communicator who can reach a wide range of diverse audiences
- Ability to empower and foster partnerships with internal and external stakeholders
- Ability to measure and report impact, outcomes, and progress through data collection and analysis
- Proven stakeholder management skills, with an ability to foster partnerships with internal and external stakeholders
- Ability to collaborate with cross functional teams
- Confident and competent IT skills, including online archive catalogues and digital archive management
- Coaching skills
- Excellent attention to detail
- Proactive in problem solving and managing workload effectively, able to work independently and as a member of a team
- Financial acumen, with the skills to effectively manage budgets and contribute to funding applications

Attitude

- Demonstrate your commitment to equity, diversity and inclusion, with evidence in action
- Have a clear commitment to collaborative working with a people centred approach
- Take responsibility for own personal and professional growth within the Council and the wider archives sector, including engagement with national archival bodies and participation in relevant training and networking opportunities
- Lead your own one to ones and personal development plan with support from your line manager
- Flexibility to work outside standard hours for outreach and community events as required

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST - We put local people at the heart of decision making in everything we do. - We seek to include and involve: all voices matter. - We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: - I actively involve and include the communities that I serve in my work. - I shall reflect the views of the communities in my daily work. - I shall improve the service I provide through seeking feedback from others. Our residents will feel that: - I have been included - I can see how my views have been taken into account - I can see improvements and developments based on my input
E	RESPECT - We listen to everyone and value the personal experiences of people in our communities and of each other. - We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: - I adapt my approach to take account of all differences and cultures in the community and with colleagues. - I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. - I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: - I feel my culture and background are respected. - I have confidence that action is being taken. - I feel I am being treated fairly.
F	INTEGRITY - We act with openness, honesty, compassion, responsibility and humility. - We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: - I demonstrate empathy in my interactions with others. - I am honest and transparent about the decisions I take. - I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: - I am told when something is not possible and the reasons why are explained to me. - I feel my perspective is listened to and understood.

	• I feel my views are valued
G	WORKING TOGETHER • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.