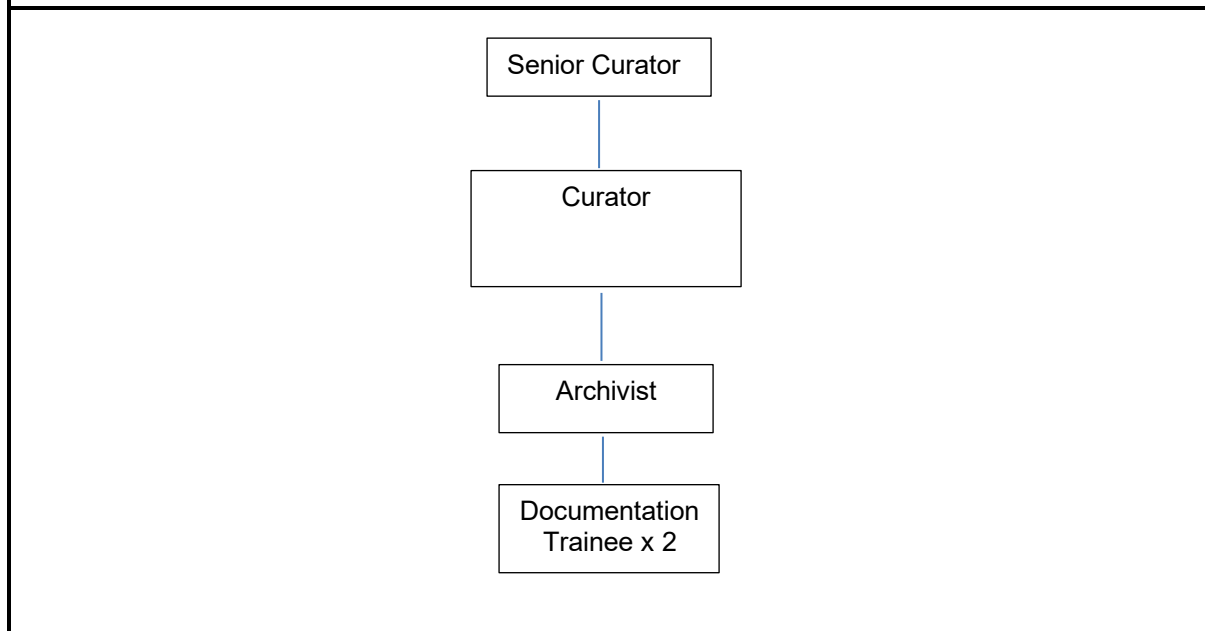


JOB DESCRIPTION

Job title	Project Archivist
Directorate	Communities and Culture
Service	Chief Executive Office
Team	Museums
Grade	E

DBS Check Required	Standard
Justification for DBS	Choose an item.
Politically Restricted	No

Responsible to:	Curator, Exhibitions and Displays
Employees directly supervised (if applicable):	2 x Documentation Trainees
Organisational structure chart (job titles only, no employee names)	
Family Tree (job titles only, no employee names)	



1. JOB PURPOSE:

- Lead delivery of the Archives Revealed – Unlocking the Leighton House and Sambourne House Archives project in line with National Archives objectives.
- Develop, update, and implement archival policies, procedures, and best-practice standards.
- Address cataloguing backlogs to improve accessibility, organisation, and long-term management of collections.
- Provide training and guidance to museum staff and volunteers to build archival knowledge and capability.
- Collaborate with colleagues to increase engagement with, and public awareness of, the archives through targeted initiatives and activities.

2. DESCRIPTION OF DUTIES:

1. Review and make recommendations on the status of existing archive records, the scope and content of the archive and the current organisational records backlog.
2. Review and update current policy frameworks, developing general guidelines and procedures for long-term maintenance, compliance and management of the archive post-funding period, including a museums records retention and disposal schedule that can be applied to organisational records.
3. Create records for uncatalogued archive material to minimum standards, clearing the backlog and ensuring all archives have basic information at series level.
4. Review the Collections Management System (CMS) provider tender proposals, providing recommendations and support procurement and migration to a new system.
5. Ensure a smooth migration process for records and images to the new Collections Management System, avoiding data loss and mitigating risks to the collections.
6. Increase access to and awareness of RBKC's overall archive collections, (with the Local Studies and Archives team) to share knowledge and join efforts to including the possible implementation of a digital preservation strategy across the council.
7. Identify possible archive material for the archive-related exhibition and accompanying event programme in 2027 for the Tavolozza Drawings Gallery at Leighton House.
8. Manage 2 documentation trainees, providing training, guidance and support to them and any archive volunteers with guidance and assistance from the Documentation Officer and the Curator of Exhibitions and Displays.
9. Work in partnership with the museum's Documentation Officer, Collection volunteers, other museum staff and external research partners
10. Ensure archive material is accessible via The National Archives *Discovery* database to improve visibility and external access
11. Progress digitisation of image collections, including scanning of the Sambourne Image Library to enhance access and preservation.
12. Preserve and improve the usability of photographic collections through digitisation, cleaning, and repackaging of glass plate negatives.

13. Enable effective researcher access to the archives by preparing and facilitating use of materials in line with best practice.
14. 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

Conditions to Note:

The person specification outlines the essential requirements the post holder or applicant must meet to fulfil the role and the duties outlined.

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.

Resilience:

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.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours

The Royal Borough of Kensington and Chelsea have 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/Training/Certificates Essential: A Masters (MA) or PG Diploma (PGDip) professional Archivist or collections management qualification, or substantial relevant experience managing an archive service
C	Skills, knowledge and experience Essential: Experience • Experience of working with archives, preferably in the museums or heritage sector • Detailed knowledge of relevant professional standards, best practice and 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 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) • Experience of collections management system implementation or migration projects, including data quality assurance • Experience of supervising, training or mentoring staff, trainees or volunteers • Experience contributing to exhibitions, public programmes or engagement activities within a heritage or cultural setting Skills • Ability to undertake manual handling of archive materials (typically boxes up to approximately 7kg); reasonable adjustments will be made to support this requirement where required • Ability to communicate clearly and effectively, adapting style, format and approach to meet the needs of different audiences, including those with accessibility requirements • Confident and competent IT skills, including online archive catalogues and digital archive management • Excellent attention to detail • Proactive in problem solving and managing workload effectively, able to work independently and as a member of a team 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
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OUR VALUES AND BEHAVIOURS

Our values and behaviours underpin everything we do.

They guide our interactions with residents, businesses, visitors, partners and each other.

They are also a measure of how well we've done.

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	• 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. INTEGRITY 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.