

# Archivist



**Based:** Central London

**Salary:** £32,000 (depending on experience)

**Reports to:** Senior Archivist

**Responsible for:** No Staff

**Contract:** Full-time, Permanent

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## PURPOSE OF THE JOB

- The Archivist specifically supports the Senior Archivist in their responsibilities towards professional management of the historical archive and the promotion of archive and records management practice and procedure throughout Royal Mail/Post Office Ltd (POL).
  - The role provides specialist professional input to TPM's team.
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## PERSON SPECIFICATION

### QUALIFICATIONS

#### *(Essential criteria)*

- Post-graduate qualification in Archives & Records Management or equivalent recognised by the Archives & Records Association

#### *(Desirable criteria)*

- A demonstrable intent to work towards and maintain admission to the Archives & Records Association's Professional Register

### EXPERIENCE

#### *(Essential criteria)*

- Experience of working in an archive environment
- Experience of records management
- Experience of providing a public service

#### *(Desirable criteria)*

- Experience of working in a business archive
- Experience of project management, or a willingness to learn
- Experience of appraisal

### SKILLS/KNOWLEDGE

#### *(Essential criteria)*

- Excellent written and verbal communication skills
- Knowledge of national and international archival descriptive standards, and awareness of the issues relating to the application of these standards
- Excellent customer facing skills

#### *(Desirable criteria)*

- Detailed knowledge of public record legislation
- Good presentation skills

## **PERSON**

- Flexible, positive attitude and ability to work on own initiative
- Good interpersonal skills and communication
- Ability to work independently and as part of a team
- Ability to act as an advocate for the organisation and represent the team at external meetings with clients

## **JOB DESCRIPTION**

### **Key Responsibilities and Duties**

#### **Records Centre**

- Ensuring along with rest of the team that Records Centre enquiries are answered in timely fashion
- Providing support to new POL users of the Records Centre
- Support Royal Mail and POL in managing record destructions at off-site storage facility
- Assist with reporting to stakeholders and internal Museum Boards

#### **Appraisal**

- Contribute to the efficient and effective running of the Royal Mail Archive by initiating and developing projects on all aspects of archival management. This includes acquisition, appraisal, preservation and access to corporate records. It is envisaged that the post holder will be heavily involved in our two ongoing appraisal projects, particularly managing the 1<sup>st</sup> Review process.

#### **Records Management**

- Implement records management procedures for Royal Mail/POL/Postal Museum records where appropriate.

#### **Access to Archives**

- Participate in the operation of the public Discovery Room (Reading Room) on a rotational basis (including Saturdays), providing a central information service to internal and external users and ensuring access to public records in accordance with statutory obligations.
- Help to promote access to the archive by supporting Exhibition, Access & Learning programmes and developing and supporting events as part of the public programme, such as giving talks and supporting outreach by attending family history fairs and helping out at our museum store tours; and by writing for the website/social media.

#### **Communication**

- Take the lead in liaising with professional colleagues to ensure the proper preservation of material in the care of the archive.
- Advise Royal Mail/POL business units and TPM staff on the implications of the Public Records Acts, and best practice in / benefits of archive and records management.
- Liaise with donors to acquire and process new records as required.
- Work with volunteers when the opportunity arises.

### **Other activities**

- Assist the Senior Archivist in developing and implementing TPM strategy for the acquisition of key archival records across Royal Mail/POL.
- Ensure established archival standards and legislation are followed at all times
- Assist the Senior Archivist in professional duties as required.
- Champion the Postal Museum brand and act as a brand ambassador
- Support our fundraising efforts with particular focus and input into the negotiation and completion of sponsorship opportunities
- Any other ad hoc duties as required

The postholder is expected to monitor and report on their work as directed by their line manager and adhere to office guidelines on handling, health and safety, lone working, etc., as advised, taking responsibility as appropriate.

### **WORKING HOURS**

The working hours shall be 35 per week exclusive of meal breaks.

These are usually flexible across the week and will be agreed in advance with the line manager, in line with The Postal Museum's policies. Some out of hours working will be required to support events and weekend openings (regular Saturdays on a rota basis), and this will be notified in advance. Time off in lieu will be awarded in line with The Postal Museum's policy. Variations of the hours can be made at the discretion of the line manager.