Job Description

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| **Job Title** | Records and Archives Officer |
| **Grade** | Band E |
| **Reporting To** | Records Manager |
| **JD Ref** | CSUP0034G |

Purpose

To deliver the council’s archives and corporate records management services to internal and external corporate users and to the public. Ensure operational records are held in appropriate designated locations and preserve records in line with legislation/industry standards. Ensure corporate compliance with information legislation by virtue of adherence to record management standards for record keeping and ensure continuity of corporate memory, and the survival and public accessibility of records that document the history of Wirral.

Main Duties And Responsibilities

* Work to well-defined archives and records management processes and procedures

to ensure archived and records management information is securely held in specific

defined locations and can be retrieved in a timely fashion.

* Follow well defined archive collection management processes to ensure the long

term preservation of records of historical value.

* Process enquiries from internal and external service users with regards to record

holdings and to the council’s records management procedures.

* Be an integral part of Wirral Archive’s research service, undertaking research,

responding to enquiries, processing payments and arranging reprographic work.

* Process requests from council staff and other authorised officers to retrieve files

from records management storage, checking availability via the records

management database (RMDB), and giving due regard to confidentiality and

specific access permission arrangements for different record groups.

* Attend and maintain the archive search room and library including: operate an

appointment system, customer interaction, explanation of collections and use of

finding-aids, enforcement of strict search room regulations. Administer reprographicorders, collect fees and answering visitors’ enquiries.

* Undertake basic preservation and conservation on archival documents, repackaging

and labelling; sort, list and index documents, accession new material; monitor the

physical condition of archives and record all information causing concern.

* Maintain finding-aids for archival records, in particular the archive’s CALM database.
* Assist with promotional activities, including the production of exhibition materials and other resources, and with outreach and educational activities.
* Follow the legal framework for archives work that includes data protection and copyright concerns.
* Schedule and undertake the secure and confidential collection and delivery of files requested by records management service users to locations of council work around and outside the borough as necessary.
* Schedule and undertake collections of archival records from external organisations and members of the public for deposit into the archive repository.
* Record statistics to monitor workload and team performance.
* Enter details of newly transferred and accessioned records into the records management and archival (CALM) databases and update the databases to reflect retrieval / return of files from / to the store as necessary.
* Manage records management file reviews: generate review reports from RMDB; seek decisions from managers regarding continued retention/disposal of files; implement managers’ decisions, undertaking first-stage appraisal for archival value of files signed off for disposal; update RMDB to reflect record pathway.
* Deliver records management training to service users, emphasising requirements of confidentiality and data protection legislation as appropriate.
* Use other council databases and content management systems to help locate records and answer queries.
* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values in the role and organisation.

**Compliance:** Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* GCSE’s at grade C or above or equivalent.
* *Desirable Criteria*
* *3 GCSEs at grade A, B, C or equivalent.*
* *Information Management Qualification*
* *Full Driving Licence*

**Knowledge & Skills**

* Excellent literacy and numeracy skills.
* Excellent communication skills.
* Accuracy and attention to detail.
* An understanding of and an ability to deliver excellent customer service to internal and external customers, including the public.
* Demonstrate comprehensive IT skills.
* Knowledge of relevant specialist legislative requirements relating to archives and records management, e.g. General Data Protection Regulation, copyright law and the Public Records Act.
* Understanding of confidentiality requirements.
* Holder of current driving licence in order to act as courier for archives and records information.
* Demonstrate the ability to analyse information and make an appropriate decision on a course of action.
* An ability to apply genealogical and local history knowledge to assist in archival research and answer enquiries. Essential Criteria
* Ability to work to deadlines.
* Physically able to carry boxes / items weighing up to 15kg.
* Able to use high step ladders and work at height.

*Desirable*

* *Knowledge / experience of working in local government.*
* *Basic understanding of records management and archives administration.*
* *Exhibition / Display skills*
* *Interest in local history*
* *Able to work on own initiative.*

**Experience:**

* Experience of using Microsoft Office applications.
* Experience of data entry and searching databases.
* Experience of using content management systems.
* Experience of working with the public.

*Desirable*

*Experience of administering content management systems*

*Experience of working in a team*

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

Health & Safety Considerations: Prolonged Repetitive Movements/Actions

* Moving or handling loads of up to 15kg
* Working with dust
* Working at Heights
* Lone working
* Working outside
* Work with VDUs (Video Display Unit) (>5hrs per week)
* Driving duties
* Contact with latex

Approved By: 

Date Of Approval: 09/01/2019