

Job Description



Job Title: Heritage Centre Assistant Archivist (Cataloguing)	Service Area: Arts, Heritage and Events	
Directorate: Adults and Health	Post Number: Fusion	Evaluation Number: 7262
Grade: SO2	Date last updated: May 2024	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

As Assistant Archivist, you will directly report to the Heritage Centre Project Manager. You will contribute towards the National Lottery Heritage Fund (NLHF) funded Canning Town Old Library (CTOL) project, by cataloguing Newham's archive collections onto CALM to ISAD(G) standards, advancing our objective of making the collections accessible to a wide audience for the first time.

The CTOL project will revitalise and refurbish the now empty and deteriorating Grade II listed Canning Town Old Library, transforming it into a hub for cultural heritage in Newham. You will be part of a team working to deliver the project's targets as well as contributing towards the ongoing development and objectives of the archive and the Heritage Service.

Job Summary

This role will play an important part in the CTOL project. You will work closely with the Project Team who are delivering the project and your work will support them in delivering on the NLHF outcomes:

- A wider range of people will be involved in heritage
- The funded organisation will be more resilient
- Heritage will be in better condition / identified and better explained
- People will have learnt about heritage

The post holder will report to the Heritage Centre Project Manager.

The post holder has no direct line management responsibility.

The post holder has no budget responsibility.

The post holder will be required to work flexibly as required, including some evenings, weekends and the occasional public holidays.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Address the archive's cataloguing backlog by cataloguing and indexing the archives and local studies collection onto CALM. This will include appraising, arranging, and describing archives and audio-visual material.
2. Work with the Borough Archivist to establish a Cataloguing Forward Plan to be enacted over the next 5-10 years.
3. Accession new donations onto CALM, including collections received from Newham Heritage Month programming.
4. Repackage catalogued collections using archival standard preservation equipment.
5. Report regularly to the Project Manager on cataloguing progress to inform the ongoing backlog cataloguing strategy and priorities.
6. Supervise the archive's volunteer team and liaise with the Learning, Participation and Engagement Officer to establish innovative and constructive volunteer activities in aid of the cataloguing program.
7. Support the Heritage Service's ongoing work to better represent Newham's diverse communities through critical and thoughtful cataloguing practices.

8. Explore further avenues for funding and, with the necessary support from the Heritage Service team, apply for additional funding pots as opportunities arise
9. Participate in Heritage Service outreach and education activities.
10. Support Archive Accreditation planning.
11. Promote the archives to internal and external stakeholders.
12. Ensure at all times that information contained within collections is managed lawfully under the terms of the Data Protection Act 2018 and Freedom of Information Act.
13. Ensure the safety and security of the collections at all times.
14. To undertake other duties commensurate with the grade of the post.

Personal Specification



Job Title: Heritage Centre Assistant Archivist (Cataloguing)	Service Area: Resident Engagement and Participation	
Directorate: Adults and Health	Post Number: Fusion TBC	Evaluation Number: 7262
Grade: SO2	Date last updated: May 2024	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

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CRITERIA	METHOD OF ASSESSMENT
<p>KNOWLEDGE</p> <p>Knowledge of archive cataloguing processes and standards including ISAD(G)</p> <p>Understanding of basic preventative preservation techniques</p> <p>Good working knowledge of the Data Protection Act 2018, Freedom of Information Act, and Public Records Act 1958</p> <p>An interest in collaborative cataloguing practices, e.g. with community stakeholders and archive volunteers</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>EDUCATION/QUALIFICATIONS</p> <p>Qualification in archives or records management or equivalent experience</p>	<p>Application</p>
<p>SKILLS AND ABILITIES</p> <p>Ability to catalogue to ISAD(G) and EAD standard</p> <p>Ability to make confident decisions on the appraisal and arrangement of archive collections</p> <p>Ability to establish and maintain positive working relationships with a range of stakeholders</p> <p>Ability to communicate effectively at all levels, both verbally and in writing, with a range of staff, colleagues, Council officers, Members, customers and outside bodies</p> <p>Ability to interpret and present statistical information, including a high level of numeracy skills</p> <p>Ability to work independently, and to be self-motivated, as well as in a team environment</p> <p>Ability to lift and carry archive materials and books between shelves</p>	<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>

CRITERIA	METHOD OF ASSESSMENT
EXPERIENCE Experience of cataloguing large and complex archive collections onto CALM Experience of prioritising and managing a varied workload to tight and conflicting deadlines Experience of supervising groups of volunteers	Application and Interview Application and Interview Application and Interview
PERSONAL STYLE AND BEHAVIOUR Commitment to service delivery which is culturally appropriate and responsive to the needs of all users Commitment to ensuring access to all in contributing to and learning about the heritage of Newham Demonstrates a willingness to be flexible in both work tasks and locations Willingness to continuing professional development	Application and Interview Application and Interview Interview Application and Interview
OTHER SPECIAL REQUIREMENTS Ability and willingness to work occasional evenings and weekends to maintain service delivery Basic DBS check	Application and Interview Satisfactory clearance at conditional offer stage