

## Job Description



<b>Job Title:</b> Heritage Centre Digital Archivist	<b>Service Area:</b> Arts, Heritage and Events	
<b>Directorate:</b> Adults and Health	<b>Post Number: Fusion</b> TBC	<b>Evaluation Number:</b> 7264
<b>Grade:</b> S02	<b>Date last updated:</b> 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 Digital 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 taking the lead in the development and implementation of a digital preservation strategy for the archive.

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. Establish a digital preservation strategy that caters for long-term preservation of digital objects, both born-digital and assets created from digitisation.
2. Research and recommend a digital preservation system for implementation.
3. Appraise archive collection for both immediate and long-term digitisation priorities.
4. Create a methodology of cataloguing digital objects that considers digital archive cataloguing standards, the capturing of the appropriate metadata, and any necessary object migration.
5. Provide recommendations on sustainable, low-cost digitisation methodologies, particularly as part of the volunteer collection activities.
6. Liaise with the Archivist and Assistant Archivist (Cataloguing) to establish processes for the transferral of born-digital council records to the archive.
7. Where appropriate, supervise the archive's volunteer team when undertaking digitisation activities and liaise with the Learning, Participation and Engagement Officer to establish innovative and constructive digitally-focused volunteer activities.

8. Participate, where appropriate, in Heritage Service outreach and education activities.
9. Promote the archives to internal and external stakeholders.
10. Ensure at all times that information contained within collections is managed lawfully under the terms of the Data Protection Act 2018 and the Freedom of Information Act.
11. Ensure the safety and security of the collections at all times.
12. To undertake other duties commensurate with the grade of the post.

## Personal Specification



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### 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

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.

CRITERIA	METHOD OF ASSESSMENT
<p><b>KNOWLEDGE</b></p> <p>Strong understanding of digital preservation principles and techniques, including up-to-date knowledge of relevant tools, methodologies and standards.</p> <p>Understanding of archive and information management standards and practices.</p> <p>Good working knowledge of the Data Protection Act 2018 and Freedom of Information Act.</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>EDUCATION/QUALIFICATIONS</b></p> <p>Qualification in archives or records management or equivalent experience</p>	<p>Application</p>
<p><b>SKILLS AND ABILITIES</b></p> <p>Ability to establish and maintain positive working relationships with a range of internal and external 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 present information and findings in a clear and coherent manner</p> <p>Organised and able to prioritise diverse workload</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
<p><b>EXPERIENCE</b></p> <p>Experience of archive digital preservation work or digital repository management</p> <p>Experience of prioritising and managing a varied workload to tight and conflicting deadlines</p>	<p>Application and Interview</p> <p>Application and Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR</b></p> <p>Commitment to service delivery which is culturally appropriate and responsive to the needs of all users</p> <p>Commitment to ensuring access to all in contributing to and learning about the heritage of Newham</p> <p>Demonstrates a willingness to be flexible in both work tasks and locations</p> <p>Commitment to continuing professional development</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS</b></p> <p>Ability and willingness to work occasional evenings and weekends to maintain service delivery</p> <p>Basic DBS check</p>	<p>Application and Interview</p> <p>Satisfactory clearance at conditional offer stage</p>