**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Collections Manager / Senior Archivist |
| Salary: | *£37,035- £39,513* |
| Grade: | G10 |
| Hours: | 37 hours per week, some Saturday working required |
| Team: | Libraries and Heritage |
| Service Area: | Oxfordshire History Service |
| Primary Location: | Oxfordshire History Centre, St Lukes, Cowley |
| Budget responsibility: | None |
| Responsible to: | History Service Manager |
| Responsible for: | line management of Collections Officers / Archivists (G9) and History Service Assistants |

## Job Purpose

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| Supporting the work of the council by:   * Working as part of a team of paid staff and volunteers to deliver and promote public access to the History service and the collections in its care. * Being a role model within, across and outside the organisation, in line with council values and behaviours.\* * Forming part of the History Service management team, working with other managers to deliver excellent services and improve our user’s experience.   Managing and developing History Service collections by:   * Ensuring that Oxfordshire History Service provides a comprehensive collection of material relating to Oxfordshire and its past, and that users of the service are assisted in their research. * Having and developing knowledge of service collections and taking responsibility for their development. * Actively supporting engagement with the collections/service, including through the use of digital technology and social media. * Maintaining and developing high standards of collections care, management, access and engagement; applying and maintaining sector best practice and standards.   Ensuring safe and effective operations by:   * Work with service and council colleagues to develop and implement continuous and innovative improvements, in alignment with core service and council priorities.   \*The post holder will work in accordance with the Council values and competency framework: [Work for us | Jobs | Oxfordshire County Council](https://jobs.oxfordshire.gov.uk/work-us) |

## Job Responsibilities

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| * Assist in managing day to day operations of the Oxfordshire History Centre and actively support excellent customer service delivery. * Line manage and directly supervise the work of Collections Officers /Archivists and History Service Assistants. * Help deliver and manage the Searchroom function; providing access to collections and assisting visitors in using them, while maintaining a secure environment. * Handle written, e-mail, verbal and phone enquiries relating to the History Service collections, as appropriate. * Play a leading role in the management and development of History Service collections (including acquisition, accessioning and cataloguing to recognised standards, rationalisation, digitisation, and storage). * Build specialist knowledge and work flexibly across service collections, developing focus on specific collections’ types arising from service needs/priorities. * Manage and develop the information/collections management systems and software that support collections work and access to them. * Promote and encourage participation with the service and collections through outreach and engagement activities as required, including through the use of digital technology and social media. * Adhere to, and provide guidance on, service-related legislation. * Liaise with depositors or donors of collections materials, and work in partnership with supporting groups and organisations. * Contribute to maintaining professional skills and standards in the team and actively attend/support/deliver training and development opportunities – helping staff and volunteers to reach their full potential and add value to the service. * Work directly with volunteers and volunteer line managers across the service to deliver best practice and effective procedures. * Play an active role in sustaining safe, secure, and compliant day to day operations across the History Service. * Help develop, maintain and enact Business Continuity/Emergency plans, and ensure suitable procedural guidance is in place for collections work. * Responsible for opening and closing the site as and when required. |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Educated to degree level; and Postgraduate Masters or Diploma in Archive Studies or Management and/or Libraries and Information Studies | A/D/I |
| Experience of line management / team management | A/I |
| Experience in the management of (and working with) archives and local studies collections | A/I |
| Experience of information/collections management software (e.g. CALM, Aleph, Epexio, Preservica) | A/I |
| Knowledge of relevant legislation (e.g. Data Protection, Freedom of Information, Copyright) and professional standards (e.g. Accreditation, ISAD(g)) | A/I/D |
| Knowledge and experience of working with specialist collections and material types (including, for example, film, audio, photographs) | A/I |
| Knowledge and experience of palaeography | A/I |
| Experience of working in a public-facing, customer service environment | A/I |
| Experience of working with partners or other stakeholders (including volunteers) | A/I |
| Excellent communication skills and experience of promoting collections and Heritage services | A/I |
| Self motivated, able to work independently and show initiative, but also as part of a team | A/I |
| Effective problem solving skills and ability to work reactively and under pressure | A/I |
| Demonstrates our OCC values of ‘Taking responsibility’ and ‘Equality and integrity in everything we do’ | A/I |
| Good clerical ability and confident user of Microsoft Office applications | A/I |
| Ability to be flexible in dealing with researchers and maintaining staffing levels for public duty | A/I |
| Desirable Criteria | Assessed By: |
| Experience of working in an archives, local studies and/or libraries environment | A/I |
| First Aid / Health and Safety qualification | A/D |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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| --- | --- | --- | --- |
|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |
|  | Other (please specify): |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| --- | --- | --- | --- |
|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |
|  | Other (please specify): |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

April 2025