

Archivist

Role Profile

Service: Customer Service, Culture and Libraries – Strategy and Resources
Band: Band 5
Reporting to: Local Studies and Archives Manager
Responsible for: No direct reports (Supervision of volunteers and Local Studies Advisors)



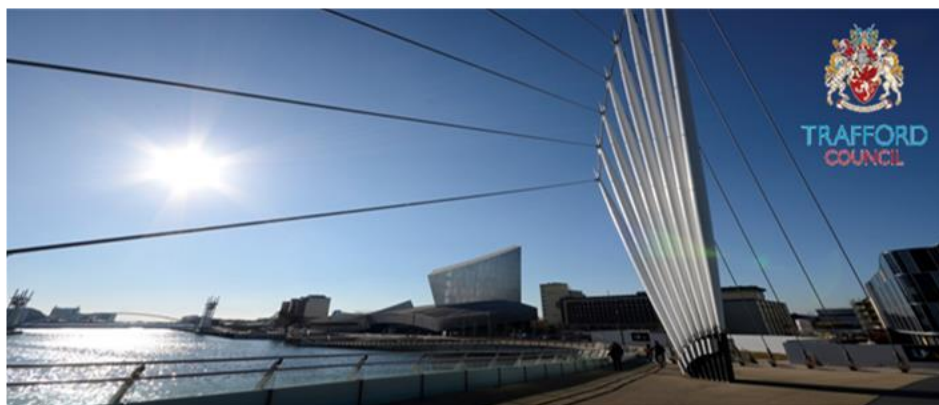
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The Trafford Local Studies & Archives (TLSA) Centre manages and provides access to the Archives and Local Studies service. TLSA collects and preserves material relating to the former towns and rural areas which, since 1974, make up the Metropolitan Borough of Trafford. Trafford's collections include archival records created by organisations or institutions, business records, and personal papers. We also hold an art and heritage collection that is comprised of artefacts and works of art with links to the local area.

Your Main Priorities

- Lead on the management of Trafford's inaccessible collections, such as the Historic Building Plans collection and other comparable projects, whilst reporting to the Local Studies and Archive Manager.
- Lead on the provision of guidance, instruction and training on the content, processes, and use of the archive to Local Studies staff and volunteers, as required.
- Supporting the Local Studies and Archives Manager in the development and delivery of projects, both in-house and online, which utilise and promote the collection, encourage discovery and strengthen relationships with new and existing partners
- Providing guidance to the Local Studies team in both the access and promotion of the Local Studies and Archive Service within Trafford and beyond

Key duties

- Leading in the organising and cataloguing of Trafford's inaccessible collections such as the Historic Building Plan Collection and other comparable projects in accordance with General International Standard Archival Description (ISAD(G)).

- Identifying, managing and preparing key items in the archive for digitisation.
- Providing access to archival holdings in line with guidance and archive sector best practices.
- Developing and delivering training sessions and providing professional guidance on the content and use of the archive when required to both staff and volunteers.
- Evaluating any preservation or conservation requirements and arranging the delivery of these.
- Supporting the Local Studies and Archives Manager in the development and delivery of defined archival projects (e.g. digitisation, collections care, accessioning/de-accessioning, themed displays and exhibitions) in line with agreed project plans.
- Ensuring compliance with the legislative and regulatory frameworks surrounding the care and management of archives (e.g. the National Archives' Archive Service Accreditation, GDPR, and the Public Records Act).
- Overseeing and ensuring that staff and volunteers working on the project are handling collection items to a professional industry standard.
- Supporting the Local Studies and Archive Manager in the organisation and submission of reports and national surveys to The National Archives.
- Assist with the sourcing and ordering of conversation materials, archival equipment and project supplies in line with Council procedures and approval processes.
- Undertaking any other relevant tasks as required commensurate to the grade.

About You

Qualifications and Professional Development

- Degree or equivalent level qualification in Archives and Records Management

Experience and Knowledge

- Proven experience managing and successfully developing and delivering archival projects
- Proven experience conducting research to a high standard and handling and caring for a diverse range of records, including storage, preservation, conservation, and display
- Experience of creating collection finding aids
- Excellent proficiency in collections management systems for the archive sector and understanding of statutory requirements and legislation that govern the archive service

- Experience of supervising teams of staff and volunteers, providing guidance and training to achieve high levels of performance and successful delivery of project objectives
- Experience of working in a customer-focussed environment
- Knowledge and experience working with archival collections containing a range of media formats would be desirable, but not essential
- Experience managing financial resources would be desirable, but not essential

Skills and abilities

- Excellent organisational and time management skills; able to forward plan, and prioritise own workload and the workload of others to complete tasks within deadlines
- Excellent communication skills (verbal and written) with the ability to communicate key information in a way that is clear and understandable to a range of audience
- Able to work independently and as part of a team; building and maintaining excellent working relationships with colleagues, volunteers and external organisations
- Ability to review systems procedures and working practices and implement ideas for improvement
- Methodical skills and able to demonstrate a high attention to detail and accuracy
- Analytical skills; finding creative solutions where there are no existing parameters or procedural framework
- Excellent ICT and project management skills to develop a detailed project schedule

Special Conditions

- Willing and able to travel to sites within the Trafford Borough
- Able to regularly climb ladders and stairs, and lift heavy boxes (35-40 lbs) and irregularly shaped objects
- Ability to lead in the conservation or preservation of archive records, which includes working in and responding to outbreaks of mould and pest infestations
- Possess the dexterity, co-ordination and precision to conduct conservation and preservation of a wide range of objects
- Unsocial hours (evenings) / weekend work (Saturdays) may be required

Date prepared/revised	New role – 17/07/2026
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Prepared/revised by	M Wilkinson / F Carr / R Pollard
Job Evaluation	Based on existing archivist evaluation – 19/03/2024

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.