



Job Description template

<p>Further guidance (on Source) is available to assist you in completing the job description, where you will also find an example template. The job description should be clear in terms of how it meets the key behaviours of the TfL story which include; how the job holder will be accountable; getting the right things done and working with other people to do it. Also see the guidance on Source for more information on this aspect.</p>	
Job Title	Assistant Archivist
Reporting to	Information and Records Manager
Hay score / Pay band	
<p>Role Scope</p> <p>Why the job is there (its overall purpose) – <i>what</i> it's responsible for (from TFLs perspective).</p> <p><i>How</i> the job holder needs to carry out this role, e.g. through demonstrating the behaviours ('be accountable', 'get the right things done efficiently' and 'work with others to do it, directly, fairly and consistently').</p>	<p>The Job Holder's primary purpose is to contribute to the development and maintenance of an archives programme which integrates with TfL's corporate information and records management (IRM) strategy and supports compliance with relevant legal, regulatory and best practice requirements.</p> <p>The Job Holder is also responsible for supporting the operation of TfL's outsourced archives, working closely with relevant service providers to deliver a responsive and cost-effective archives storage and retrieval service to internal and external clients.</p> <p>Adopting a pragmatic approach which minimises any adverse impact on operational service delivery, the Job Holder will use their experience and expertise to contribute to the effective management of TfL's information assets of permanent value as a corporate resource and that associated risks are minimised.</p>
<p>Key Accountabilities</p> <p>The size of the role will be determined by a maximum of 8 key accountabilities, these being the most important to the job. Any more than 8 will not make a difference to the size of the role. They should be one sentence statements that define the end results required of the role, including any key decisions, and any key financial accountabilities.</p>	<ol style="list-style-type: none"> 1. Carry out the acquisition, review, appraisal, cataloguing and preservation of corporate records of long-term value (irrespective of format or medium), ensuring a full audit trail is maintained 2. Maintain; develop; provide access to; and promote the exploitation of, collections forming part of TfL's corporate archive (eg by contributing to the development of an innovative approach to online access to archive holdings) 3. Maintain day to day relationships with service providers and third party business partners to ensure seamless delivery of archives reference services (eg monitor and report on SLAs and KPIs) 4. Work with stakeholders to deliver (i) a corporate digital continuity strategy and (ii) a 'state of the art' archive repository for digital records of permanent value 5. Ensure accurate data sets relating to archive holdings are maintained in appropriate IT systems (eg CALM and O'neil software) 6. Monitor the annual growth of holdings to support financial planning activities and help ensure that agreed financial targets are achieved/maintained

This role profile takes account of the primary factors but recognises there may be a number of items required to fulfil the role, but which are not required to be detailed

	<p>7. Support the implementation of corporate policies and standards such as the TfL Archives Policy, Records Management Policy and Records Disposal Schedule</p> <p>8. Provide practical advice and guidance to the business on how to manage records effectively (in a way which will maximise associated efficiencies)</p>
<p>Key interfaces</p> <p>Describe key contacts and stakeholders (internal and external) critical to the successful achievement of the accountabilities. Including identifying how the job holder works with other people to achieve accountabilities directly, fairly and consistently.</p>	<p>Internal: Colleagues from within the Information Governance team; colleagues responsible for the creation, storage and disposal of hard copy records; London's Transport Museum, TfL's legal and HR functions; as required, colleagues across the business up to the level of Head of Department</p> <p>External: External service providers specifically engaged to store and manage TfL's information; The Greater London Authority (GLA) and its other functional bodies; The National Archives; London Metropolitan Archive; Business Archives Council; The British Library; Archives and Records Association; researchers, journalists and members of the public consulting records in the custody of the TfL corporate archives</p>
<p>Knowledge the knowledge required to adequately fulfil duties of the role.</p>	<ol style="list-style-type: none"> 1. A Diploma or Masters' degree in Archives and Records Management or Archives Administration 2. The principles which support effective service delivery in an archives reference service environment 3. Code of Practice on the Management of Records (issued under Section 46 of the Freedom of Information Act (FOIA) 2000) 4. Relevant guidance issued by TNA and other sources 5. An awareness of legislation relevant to the management of archives and records (the Freedom of Information Act 2000; Data Protection Act 1998, Limitation Act 1980, etc) 6. An awareness of digital archiving and preservation issues
<p>Skills practical skills that are required to do the role.</p>	<ol style="list-style-type: none"> 1. Self-starter with demonstrable ability to anticipate and identify potential problems and their solutions 2. Good communication and influencing skills with the ability to persuade in discussion, negotiation, written reports and presentations 3. Project management 4. Flexible and pro-active approach with the ability to assimilate information quickly 5. Familiar with the concepts which support effective service management and financial forecasting 6. Ability to anticipate the effects of organisational changes on a large, complex corporate records store
<p>Experience describing the work experience (not year's) required to be able to fulfil the duties of the role.</p>	<ol style="list-style-type: none"> 1. Experience in the operation of a corporate archives/records management function 2. Building positive working relationships within a team 3. Building positive relationships with the wider heritage community, including professional bodies, museums and other archives 4. Cataloguing archive holdings; maintaining an archives database; and ideally managing an online catalogue accessible to the public 5. Setting and adjusting priorities in a changing environment 6. Implementing information disposal schedules

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	7. Supervising the work of others and carrying out quality assurance reviews of their output
<p>HEALTH & SAFETY STATEMENT All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. All employees must understand and be committed to Transport for London's Health and Safety Policy statement and the Company's safety priorities and be aware of their contribution to such priorities. All employees must also be aware of and comply with all current health and safety legislation and other Company requirements that are relevant to their role.</p> <p>Note: Accountable and specialist safety related roles will require an additional detailed statement.</p>	
<p>EQUALITY STATEMENT Transport for London values the diversity which exists in our city, and our aspiration is to reflect this diversity in our workforce. All employees must be aware of and committed to the Equality Policy Statement of Transport for London. All employees must also be aware of and comply with other Company requirements associated with Equality and Diversity issues relevant to their role.</p> <p>Note: Accountable and specialist E&I roles will require an additional detailed statement</p>	
<p>CRIME and DISORDER STATEMENT It is a statutory requirement for all departments in TfL to follow Section 17 of the Crime and Disorder Act 1998. Section 17 requires authorities to consider the likely affect on crime and disorder and community safety in all that they do, and take action to prevent crime and disorder, substance misuse, anti-social behaviour and behaviour that adversely affects the environment. TfL has voluntarily been committed to following Section 17 since 2006, but we must all make sure that it is considered in decision making, policies and procedures in the same way that equality and health and safety are.</p>	

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