



Archives Cataloguer Job Description

Job Title	Archives Cataloguer
Reporting to	Information and Records Manager
Hay score / Pay band	203/Payband 1
Role Scope Why the job is there (its overall purpose) – <i>what</i> it's responsible for (from TFLs perspective). <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>The Job Holder's primary purpose is to support the TfL Corporate Archives in enhancing access, both within the business and externally, to its collections.</p> <p>The Job Holder will use their experience and expertise to develop and undertake an efficient cataloguing programme of Archives material.</p>
Key Accountabilities 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.	<ol style="list-style-type: none"> 1. Support the Archivists in developing the cataloguing programme and agreeing cataloguing priorities. 2. Catalogue hard copy and digital records to ISAD(G) standards. 3. Advise on improvements to the current catalogue and carry out such improvements as agreed with the Information and Records Manager. 4. Advise on and create file formats for catalogued records in digital format. 5. Undertake records appraisal as directed by the Information and Records Manager eg where pressure of work on existing resources requires extra help 6. Answer enquires as directed by the Information and Records Manager eg where pressure of work on existing resources requires extra help 7. Assist in outreach work (eg preparation for exhibitions) as directed by the Information and Records Manager

<p>Financial Impact Budgetary responsibility directly or indirectly, including the total size of the team the job holder is responsible for. Consideration should also be given to any financial impact on London and/or the fare paying customers.</p>	<p>Budgetary responsibility lies with General Counsel. The job holder will be a 12 month post with no line management responsibilities. There will be no financial impact on London or fare paying customers, beyond the salary cost. There are potential financial benefits to TfL in that a well-catalogued archive is more exploitable and marketable.</p>
<p>Key interfaces 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 across the business up to the level of Head of Department.</p> <p>External: The London Transport Museum, The National Archives, London Metropolitan Archives and other such agencies as required.</p>
<p>Knowledge the knowledge required to adequately fulfill duties of the role.</p>	<ol style="list-style-type: none"> 1. General International Standard Archival Description (ISAD(G)) (essential) 2. Code of Practice on the Management of Records (issued under Section 46 of the Freedom of Information Act (FOIA) 2000) (desirable) 3. Appraisal, cataloguing and digital preservation guidance issued by TNA and other sources (essential) 4. FOIA 2000; Data Protection Act 1998, Companies Acts, Civil Evidence Act 1995 and other relevant legislation (desirable)
<p>Skills practical skills that are required to do the role.</p>	<ol style="list-style-type: none"> 1. Post graduate qualification or equivalent experience working in an Archives environment 2. Ability to catalogue using CALM. (essential) 3. Good communication and influencing skills with the ability to persuade in discussion. (desirable)
<p>Experience describing the work experience (not years) required to be able to fulfil the duties of the role.</p>	<ol style="list-style-type: none"> 4. Setting and adjusting priorities in a changing environment (desirable) 5. Supporting the development/implementation of a corporate archiving strategy encompassing both physical and digital information (desirable) 6. Experience of working in an organisational Archives. (desirable)

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.

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.

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 effect 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 disorder 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.