

**BRISTOL CITY COUNCIL****JOB DESCRIPTION**

Job title:	Senior Archivist
Bristol grade:	BG11
Managed by:	City Archivist
Responsible for:	Searchroom Officer, Archives Assistants
Directorate:	Growth and Regeneration
Service area:	Culture; Bristol Archives

Purpose of the job

To deliver an outstanding Culture service by:

- Leading on audience engagement.
- Supporting management and development of the archives.
- Working closely with Culture colleagues and partner organisations to create an excellent, ambitious and integrated audience-focused service.

Key job outcomes/accountabilities

- Contribute to Bristol Culture by supporting the management and development of an outstanding archives service and ensuring archives are integrated into Culture activities.
- Lead the management, development and delivery of high quality searchroom and remote reader services.
- Line manage the searchroom team, including developing training to meet customer service standards and overseeing additional work on collections projects.
- Working with colleagues and partners, manage projects effectively to deliver benefits for our services, collections and audiences.
- Design, deliver and evaluate effective archive programmes (including exhibitions, events, workshops, talks and visits) to develop audience engagement.

Key job outcomes/accountabilities

- Promote the archives service and collections to existing and potential audiences and the media; collect and analyse audience data to inform engagement and access planning.
- Pursue opportunities for engagement through digital platforms and ensure that new technologies are used effectively.
- Advise on professional archives practice to colleagues and partners and to other practitioners in the sector (locally, regionally and nationally).
- Maximise opportunities for income generation within areas of responsibility.

Additional Information

The role requires a willingness to work occasional Saturdays, evenings, and public holidays.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- E. Ensure that all mandatory training is undertaken as required. For example – Bristol City Council's Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list.