

**BRISTOL CITY COUNCIL****PERSON SPECIFICATION**

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

<b>Preferred assessment method</b>	
<b>A</b>	Application
<b>AC</b>	Assessment centre
<b>I</b>	Interview
<b>PA</b>	Practical assessment
<b>P</b>	Presentation
<b>T</b>	Test

The table below sets out the essential and desirable knowledge skills and aptitude required to do this role.

**Essential (MUST HAVE)** = minimum skills, qualifications, knowledge and experience required to perform in the role

**Desirable (COULD HAVE)** = skills, qualifications, knowledge and experience required that will help the jobholder to perform in the role

<b>Requirement - ESSENTIAL</b>	<b>Method</b>
A postgraduate qualification in archive administration or equivalent, relevant post-qualification professional experience and a willingness to undertake any necessary further training.	<b>A, I</b>
The ability to lead and develop quality public archive services.	<b>A, I, P</b>
Experience of contributing to successful archives projects and/or developing a programme of work.	<b>A, I, P</b>
Experience of supervising, motivating and developing staff or volunteers.	<b>A, I</b>

The ability to manage multiple priorities, take initiative and work as part of a multi-disciplinary team.	<b>A, I</b>
The ability to develop content for exhibitions, websites and social media, with experience of writing for varied audiences.	<b>A, I, P, PA</b>
The ability to demonstrate knowledge and/or experience of equalities and diversity issues.	<b>A, I</b>
The ability to advocate for our service at all levels and to converse with citizens and provide complex information in accurate spoken English, or through a BSL interpreter.	<b>A, I, P</b>
A working knowledge of Microsoft office applications or equivalent including the following: email (Outlook or equivalent), word processing (Word or equivalent), spreadsheets (Excel or equivalent) and using the internet (Internet Explorer or equivalent); knowledge of specialist archive management software and a willingness to learn new applications and technology as appropriate.	<b>A, I</b>

<b>Requirement – DESIRABLE</b>	<b>Method</b>
Experience of devising archives-based workshops and other events.	<b>A</b>
Experience of a key area of service development, such as community engagement, project management or digital preservation.	<b>A</b>
Experience of collaborative or partnership working.	<b>A</b>
Experience of successful income generation.	<b>A</b>