

# Role profile

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|------------------------------------|---|
| <b>Role title</b>                  | Archives specialist, BMA library and archive                        |
| <b>Department and directorate</b>  | BMA library and archive, corporate & member development directorate |
| <b>Grade</b>                       | BMA grade 6   |
| <b>Reports to (job title)</b>      | BMA library and archive lead  |
| <b>Direct reports (job titles)</b> | None  |

## Job Overview—purpose of the role

Describe as concisely as possible the overall purpose of the job and what success looks like. **Please limit this to a maximum of four or five sentences**

The Archives specialist, BMA library and archive works to implement the BMA library and archive collections development policy.

Day to day the postholder will:

- Work with the BMA library and archive lead to support and develop the BMA archive collections.
- Work with the BMA library and archive lead to manage the daily operations of the archive service and collections and carry out routine archiving work to support the association including answering internal and external queries.
- Work with the BMA library and archive lead on the creation and implementation of a collections development policy for the archive.
- Coordinate the cataloguing of all new resources in all formats.
- Work closely with the Systems specialist, BMA library and archive to ensure the effective use of systems to manage and develop the archive collections.
- Be expected to work across archive and library remits and cross-directorate.

## Duties and Responsibilities

What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)

**Please provide a bullet point list**

### Collections management

- Review and discuss donation and / or purchase of resources in all formats with BMA library and archive lead.
- Undertake retrospective cataloguing of records to ensure compliance with ISAD(G).
- Work closely with the records manager to ensure regular transfer of key records to the archive.
- Work closely with the Collections specialist, BMA library and archive to carry out environmental monitoring and to ensure that collections care is carried out to a high standard.
- Implement departmental policies and procedures (with sign off from the BMA library and archive lead) to ensure the archives catalogue is developed and maintained in accordance with agreed standards, in collaboration with the Systems specialist, BMA library and archive.
- Work in collaboration with the BMA communications team to promote archives services and resources to BMA staff, members and researchers; work to promote the BMA's collections across different media.

### **Duties and Responsibilities**

- Work with the BMA library and archive lead, colleagues across the department and the communications team to undertake audience development work with the view to broadening engagement and widening participation across user groups.
- Work with the Systems specialist, BMA library and archive to ensure the scheduled uploads of shared metadata with partners, e.g. Archives Hub.

### **General**

- Contributing to departmental planning as required.
- Contributing to BMA library and archive and cross-departmental/directorate projects as required.
- Taking responsibility for continuing personal and professional development and keeping skills and knowledge up to date.
- Representing the department to the wider library profession.
- Any other duties as reasonably directed from time to time.

### **Skill (level and breadth of application)**

*What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?*

*How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people's IT problems, collecting information on key research items or advising members on a particular issue.*

- A professional qualification in records and archives management (or recognised equivalent).
- Significant experience of collections management, and/or significant experience of working archives, ideally in a health or academic environment.
- Able to communicate clearly and effectively.
- Experience of collections care, conservation and environmental monitoring.
- Experience of cataloguing materials in different formats.
- Knowledge of ISAD(G)
- Computer literacy with significant experience of using an archives management system.
- Knowledge and understanding of data protection compliance requirements and maintaining confidentiality.
- Excellent communication and interpersonal skills and a proven ability to liaise with a wide range of colleagues and archives users.
- Strong organisational and administrative skills.
- Excellent and meticulous attention to detail
- Ability to build strong professional relationships with colleagues across the BMA and to liaise effectively with staff in other departments.

### **Intellectual demands (complexity and challenge)**

*What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?*

*To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).*

- Willing to embrace change with the ability to think creatively.
- Problems faced will tend to be routine – using own judgement to know what to refer upwards to manager.
- Good option appraisal skills for identification and consideration of material to be added to the archive.
- Keep skills up to date, proactive in seeking and addressing feedback, able to prioritise tasks and work to deadlines.
- Able to learn quickly – seeks and assimilates new knowledge, willing to learn from mistakes and achieve results.

### Intellectual demands (complexity and challenge)

- A flexible approach to duties in a changing library and archives environment.

### Judgement (independence and level and impact limitations)

*What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?*

*Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?*

- Ability to horizon scan and identify any potential risks and highlight to line manager.
- Work with BMA library and archive lead to assess organisational and user requirements to provide appropriate services within available resources.
- Work will be reviewed by the BMA library and archive lead.

### Use of resources (supervision of resources and influence)

*What responsibility is there for managing people, equipment, budgets, resources, customer's welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.*

*How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?*

- Point of contact for BMA library and archive team about archive collections matters.
- Continually monitor use of the service by members, researchers and staff.
- Work with the Systems specialist, BMA library and archive to keep statistics up to date and contribute analytics as part of wider service monitoring.
- Committed to setting and maintaining high standards of service delivery and customer service.
- Work with BMA library and archive lead to manage workload and ensure all deadlines are met.
- No direct budget management.

### Communication (level, internal and external demands and significance)

*What people are typically contacted (regardless of the medium) **inside** the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*

*Who is in regularly contact with the role holder **outside** of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*

*What is the purpose of these contacts, eg conveying information, gathering data?*

- External communication with BMA members and researchers and internal communication with BMA colleagues in promotion of archive services and the resolution of service issues.
- Excellent communication and interpersonal skills and a proven ability to liaise with a wide range of colleagues, archive users and stakeholders at a variety of levels.
- Collaborative – team player, positive regard for other people; able to work within and across small groups and as part of a larger whole.
- Able to promote team values actively, including accepting and promoting agreed standards, encouraging and supporting other team members and supporting management in achieving agreed goals.
- Confident and enthusiastic, able to work and engage with differing communities and represent the archive in their settings.

### Physical demands & coordination (physical effort and mental strain)

*Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?*

- Be happy and able to lift and move archive storage items using appropriate equipment such as trolleys and steps.
- Extensive VDU usage
- Ability to maintain focus and concentration while working in an open plan office.

### Working conditions and emotional demands)

*What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?*

- Personal resilience – able to withstand robust challenge from elected and other members and stakeholders.

### Values and behaviours

The post-holder is expected to execute their role in line with our four organisational values.

The following examples illustrate how we are using our values to inform how we act:

#### We Campaign, Organise and Represent

- We win positive changes at work and in wider society
- We are the trusted collective voice of our profession, seeking progress for doctors, medical students, our patients and populations

#### We are accountable and member-led

- Our representatives and staff work in partnership for and on behalf of our members
- We are open and democratic

#### We are expert and trusted

- We grow professional communities of practice to provide credible information, guidance and support
- We use our influence to champion advancement, innovation and professional development for the benefit of health and society

#### We find strength in unity and celebrate our diversity

- We seek to be fair and just, and foster respectful discussion of our differing (potentially conflicting) perspectives and contributions
- We fight prejudice and discrimination of all kinds
- We are committed to creating a culture that is inclusive of all members and staff
- We extend solidarity to each other and other groups

### Sign-off

Manager:

Date:

Role holder:

Date: