

Role profile

Role title	Archives Officer (digital)
Department and directorate	Library and Archive, People and Corporate Development Directorate
Grade	8
Reports to (job title)	Archives Specialist/Library and Archive Lead
Direct reports (job titles)	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 Officer works to support the Archive Specialist in appraising a backlog of born-digital assets and the development of a digital preservation programme at the BMA, to develop and maintain the BMA digital archive holdings.

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

Work with the archive specialist to:

- Appraise and acquire born digital archives, and assets, and capture the relevant metadata required from across the BMA
- Create listings for incoming digital assets
- Review the arrangement of the BMA's digital assets and propose structures when not already in place
- Be expected to work across archive and library remits and cross-directorate, when needed
- Contribute to project updates and keep team up to date with own workstream updates
- Assist with creating listings/catalogue entries for the transferred material and suggest arrangement recommendations
- Work with archive team to make recommendations for managing digital assets and developing workflows
- Liaise with record creators/internal stakeholders to develop own understanding of born digital archives
- Any other duties as reasonably directed

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.

- Relevant archival experience, ideally with/working towards a professional qualification in archives and records management (or recognised equivalent)
- Experience of working in archives, ideally with digital collections
- Familiarity of archival and digital preservation theory and standards
- Able to communicate clearly and effectively
- Understanding of International Standard Archival Description (General) - (ISAD(G))
- Experience of cataloguing archive collections, ideally with experience cataloguing born digital/hybrid collections
- General IT literacy, ideally with familiarity of archive management systems
- Basic familiarity with information security
- An understanding of data protection compliance requirements and maintaining confidentiality
- Excellent organisational and administrative skills
- 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).

- Ability to learn quickly- seeks and assimilates new knowledge, in particular relating to the structure and functions of the BMA
- Proactive in seeking and addressing feedback
- Efficient workload management- able to prioritise tasks and work to deadlines
- Ability to review workflows with the ability to think innovatively and creatively and a willingness to offer new ideas and approaches

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 identify any potential risks/issues or solutions and raise with line manager
- Confidence working independently and ability to work effectively as part of a team with support from archives specialist
- Apply appropriate standards of performance and service delivery to area of practice.
- Most work will be reviewed by the archives specialist and archive and library 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?

- Work with archives specialist to manage workload and ensure deadlines are met
- Assist with the transfer of confidential information to the archive appropriately and securely
- Provide support to the archives specialist and wider library and archive team when required
- No direct line management or 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?

- Excellent communication and interpersonal skills- ability to liaise internally with a wide range of colleagues and stakeholders at a variety of levels and communicate the aims of the project
- Confident and enthusiastic about the archive, specifically developing born digital archives
- 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.

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?

- Ability to maintain focus while working in an open plan office
- Ability to maintain concentration when appraising large quantities of digital assets
- Lifting of heavy objects possible, if assisting with additional archive tasks

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 manage workload within timescale of the project

Values and behaviours

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

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

We are **leaders** because:

- We strive to always improve
- We take responsibility for our actions
- We collaborate with each other and work as one BMA for the good of our members
- We are proactive and prepared to guide our members and each other

We are **experts** because:

- We understand our members
- We draw on our collective experience and knowledge to solve problems
- We use our insights and research to make decisions
- We provide accurate, credible, relevant and engaging information
- We recognise our strengths and act upon them

We are **committed** because:

- We listen to our members and put them at the heart of everything we do
- We are respectful, inclusive, open and honest with our members and each other
- We approach everything we do with confidence and sensitivity

We are **reliable** because:

- We deliver on what we say we will do
- We are accessible and approachable
- We build trust by being consistent and supportive
- We are positive and decisive whatever the situation

We are **challenging** because:

- We fight, ethically and fearlessly, for the interests of all our members
- We work as a brave, assertive and effective champion for high quality health services and the advancement of the profession

Sign-off

Manager:	Date:
Role holder:	Date: