

Position Description for the Coromandel Heritage Trust Manager/Archivist, January 2018

Reports to:

The Coromandel Heritage Trust Chair

Responsible to:

The Coromandel Heritage Trust

Staff reporting to the position:

Trust staff, contractors and volunteers

Financial accountability:

Operational spending within approved delegations and budget

Functional Relationships with:

Internal

The Coromandel Heritage Trust Chair
Trustees
Trust's Treasurer
Management Committee members
Volunteers
Trust staff

External

Members of archives and other professional groups
Researchers
Members of the public
Service providers
District Councils
Thames Community Board

Primary Objective of the job:

The primary purpose of the Coromandel Heritage Trust Manager/Archivist is to promote and manage The Treasury as a sustainable heritage and archival repository of national standard for the collection and preservation of all historical material from the Coromandel-Hauraki Region.

Key Responsibilities	Success looks like
<p>Policy and planning</p> <p>Develop and maintain strategies, policies and procedures for all functions of the Treasury in consultation with the Trust and Management Committee</p> <p>Establish priorities, resources and an annual work plan</p> <p>Ensure the strategies, policies and procedures are effectively communicated and undertaken</p> <p>Arrange for a two yearly independent review of strategies, policies and procedures</p>	<p>Review and updating of policies and procedures is undertaken on a regular cycle</p> <p>Policies and procedures are understood and followed by staff and volunteers</p> <p>The Coromandel Heritage Trust is kept informed of the work in the Treasury through monthly reports and regular meetings with the Trust Chair</p> <p>The results of the review are presented to the Trust with any improvement recommendations</p>

Key Responsibilities	Success looks like
<p>Collection Management</p> <p>Appraisal of acquisitions</p> <p>Arrange and describe archives according to archival principles, to a sufficient level to ensure appropriate access.</p> <p>Develop and ensure implementation of a processing manual, documenting the appropriate standards for description</p> <p>Ensure that good preservation practices are used to prevent or delay future deterioration of archives (whether analogue or digital)</p>	<p>Items are appraised against the collection policy, with the Management Committee being consulted when appropriate</p> <p>Items out of the scope of the collection policy are disposed of appropriately (eg transfer to another institution, destruction)</p> <p>Records are held of all appraisal decisions</p> <p>All materials are arranged and described in accordance with the processing manual,</p> <p>Appropriate packaging, storage and handling methods are known and used</p>
<p>Access and Outreach</p> <p>Apply in-depth knowledge of the content of the archives holdings to provide a reference services for the members, customers and external researchers</p> <p>Ensure that role of the Treasury and the archive collection is positively promoted</p> <p>Open the Treasury to the public at the advertised times</p> <p>Answer public enquires to an agreed standard</p> <p>Assist with the promotion of the Treasury as required</p> <p>Maintain the membership data base</p>	<p>Research inquiries are answered as soon as possible given the priority of existing work commitments</p> <p>Statistics and enquiry details are captured to support monthly reporting</p> <p>Agreed customer satisfaction levels are maintained</p> <p>Research, compose and submit regular online and newspaper articles</p> <p>Data base is accurate with annual subscriptions sent out to members</p>
<p>Staff and Volunteer Management</p> <p>Develop and maintain position descriptions for all paid and volunteer roles</p> <p>Conduct annual staff performance and development reviews</p> <p>Allocate and manage work flow and volumes, ensuring comprehension, skills and resources to complete allotted tasks</p>	<p>Position descriptions are reviewed regularly</p> <p>The annual performance and development review process is used to develop staff and achieve agreed outcomes</p> <p>Staff are provided with training and professional development</p> <p>Tasks are allocated in a way that ensures workload demands are met</p>

Key Responsibilities	Success looks like
<p>Chair the Operations Committee</p>	<p>Responsibilities, tasks and activities are communicated to volunteers and staff</p> <p>Work is checked and progress monitored to ensure work is completed to agreed standards in a timely manner</p> <p>Operations Committee is chaired in a fair, effective manner</p>
<p>Technology</p> <p>The Archives computer system (including the server) be maintained to a high standard</p> <p>Monitor archival developments and trends, identify their effect on the Treasury records and archival management systems and practice</p>	<p>A technology watch and refresh plan is in place for computer hardware and software</p> <p>Adequate back-up arrangements are in place and maintained</p> <p>The Management Committee, volunteers and staff are kept fully informed on developing trends and their implications for the Treasury Archives</p>
<p>Finance</p> <p>Prepare payment invoices for processing by the Trust's Treasurer</p> <p>Provide monthly financial reports in the agreed format to the Trust's Treasurer</p> <p>Assist Trust's Treasurer to prepare annual budget</p> <p>Establish and maintain a viable income stream within the overall context of the annual budget</p>	<p>Reports are sent as soon as possible after the end of each calendar month</p> <p>Information for the annual budget is prepared on time and to the standard required</p> <p>Arising financial matters are communicated to the Trust Chair and Trust Treasurer</p> <p>External funding applications, sponsorship and income generating activities are undertaken as per targets set in annual budgets</p>
<p>Health and Safety</p> <p>Share the responsibility to maintain a safe and healthy workplace in order to prevent harm to themselves and to others</p> <p>Carry out work-related activities in accordance with health and safety procedures and guidelines and the Trust's policies</p> <p>Immediately report all hazards, accidents and incidents to the Trust Chair</p>	<p>Regular health and safety meetings are held with staff and volunteers</p> <p>Health and safety initiatives are supported and actioned as part of standard work practices</p> <p>Manager/Archivist, staff and volunteers wear appropriate protective clothing and equipment as required for activities</p> <p>Regular inspection of all areas to check for possible hazards and action taken to rectify</p>

Key Responsibilities	Success looks like
<p>Repository Management and Security</p> <p>Archives Room is kept at a stable temperature and humidity within accepted conservation guidelines</p> <p>Be responsible for security of the Treasury facilities and grounds when onsite</p> <p>Maintain good conditions in storage and work spaces</p> <p>To develop and maintain an up-to-date Disaster Management Plan and Response Kit for the Archives</p>	<p>Regular monitoring and analysis of environmental data occurs</p> <p>Action is taken to rectify any problems after consultation with the Management Committee</p> <p>Premises are secured and alarmed at the end of each day</p> <p>Access to controlled areas by visitors is carefully monitored</p> <p>Archives staff and volunteers are familiar with all security aspects</p> <p>Regular inspection of all areas to check for possible hazards and action taken to rectify</p> <p>A periodic review of the plan and kit is undertaken</p> <p>Vital Records are identified and a management plan is in place</p> <p>Archives staff and volunteers are familiar with the process to undertake in case of a disaster</p>
<p>Administration</p> <p>Monitor the fulfilment of services contracted to the Treasury facility and grounds</p> <p>Keep the Treasury plant and equipment well maintained (eg photocopier, mobile shelving, ladders, trolleys, dishwasher, etc)</p>	<p>Providers are contacted if contracted services have not been fulfilled</p> <p>Maintenance is organised in a timely fashion</p>
<p>Special projects</p> <p>Special projects as required, are undertaken</p>	<p>Projects are completed on time, to the required standard and within the agreed budget.</p>

TECHNICAL REQUIREMENTS

Qualification

- A relevant qualification (i.e. tertiary qualification in information management, records, archives management or librarianship).

Strong demonstrable knowledge of and experience in:

- Leading, motivating and developing a team of information management professionals including volunteers, creating a collaborative and innovative environment.
- Archives and content management systems.
- Designing and delivering information services
- Effective resource and business planning including; developing budgets, monitoring financial expenditure against budget and taking appropriate action where necessary to remain within approved budgets.

Sound demonstrable knowledge of and experience in:

- Electronic document, records and collection management systems.
- Stakeholder management, including relationship management.
- Working within a Trust environment
- External funding applications, sponsorship and income generating

Manager/ Archivist

Date

The Coromandel Heritage Trust Chair

Date