

Section 1: Job Description

Job Title: Archives Graduate Trainee	Post No: 12051
Band: B	Job family: Professional & Services
Directorate: Science	Section/Dept: LAA
No. of Direct Reports: 0	No. of Indirect Reports: 0
Reports to (Position): Assistant Archivist	

Job Purpose:

Short statement outlining the overall role, why it exists and what it contributes to Kew.

To deliver RBG Kew's mission by:

- Assisting in managing the archival and modern record collections
- Assisting in providing access to and making those collections available

This is a one-year post for a trainee who intends to pursue a career in archives administration or records management. The trainee will assist with the full range of archival and records management activities, including dealing with enquiries and readers, repackaging and cataloguing, and will participate in several projects. Through these activities, the trainee will help to ensure that Kew meets the statutory legislation relating to information governance.

Job Context:

Provide a short description of how the post fits into the wider organisation and the operational context.

As the name implies the Library, Art & Archives are responsible for organising and managing Kew's paper collections. The Archives Team manage the institutional collection of Kew's historic record of activities, as well as collections and other documents relating to the history of botany and also the organisation of the modern records, some of which will eventually transfer to the Archives for permanent retention. The team ensures the provision of access to the information held within these records to the general public, as required by legislation, and also to Kew staff, enabling them to carry out their day to day work. The modern records function within the Archives team aims to ensure records across the institution are organised in an efficient manner suited to furthering the organisation's business aims.

Accountabilities:

1.	Assist in the provision of public and staff access to archives, records and the Library Art and Archives collections, through reading room duties, document retrievals etc	25%
2.	Assist the Modern Records Assistant in the maintenance and provision of Kew's Modern Record Service, through file creation, closure and destruction, filing, data entry in the modern records database and enquiries	25%

Job Profile

3.	Deliver remote access to the archive collections through management of reprographics orders and assisting with enquiries received by post, e-mail and telephone	15%
4.	Help ensure the preservation, maintenance and security of the collections, through repackaging and other preservation duties	10%
5.	Promote Kew's work and collections through the departmental blog, twitter and assisting with group visits	5%
6.	Undertake project work to assist in the curation of the archive collections, including cataloguing and indexing	15%
7.	Provide clerical support where necessary to help maintain the Library, Art and Archives collections and services	5%

Management of Resources

Financial Responsibilities: All staff are responsible for management of their own time and resources.

1.	None
2.	

Management of People

1.	None
2.	

Position within the Team – insert or attach a simple organogram of the position including line manager, work colleagues and direct reports



Job Description Agreed

Job Holder

Date

Line Manager (F7) or above

K. Harrington
(Signatures)

Date 18th February 2019

Section 2: Person Specification

Education and Experience

Essential
Degree
Candidates should not be already professionally qualified
Some but not significant experience of working in archives and/or records management (in a voluntary or paid capacity)
Desirable
Degree in history or history of science

Job Specific Competencies – *skills and abilities specific to the job*

Essential
Demonstrable interest in archives and records management work and intention to pursue a career in this field
Intention to undertake a professional qualification in archive administration or records management
Excellent written and oral communication skills and attention to detail
Ability to plan own time and work independently; use own initiative
Ability to work constructively in a team
Experience of dealing with the public
Excellent basic IT skills
Ability to handle large items and portfolios (training will be provided as required)

Kew Competency Framework: *The Framework identifies behaviours required for roles at different levels. Which are the key competencies for this job? Select up to four essential competencies*

Competency	Essential (✓)
1. Seeing the big picture	
2. Changing and improving	
3. Making Effective Decisions	
4. Leading and communicating	
5. Collaborating and partnering	✓
6. Building capability for all	
7. Achieving commercial outcomes	
8. Delivering value for money	
9. Managing a quality service	✓
10. Delivering at pace	✓