

## Section 1: Job Description

<b>Job Title: Project Officer: Joseph Hooker Correspondence Project</b>	<b>Post No:</b>
<b>Band: C</b>	<b>Job family: Professional &amp; Services</b>
<b>Directorate: Science</b>	<b>Section/Dept: LAA</b>
<b>No. of Direct Reports: 0</b>	<b>No. of Indirect Reports: 0</b>
<b>Reports to (Position): Senior Archivist &amp; Records Manager</b>	

### Job Purpose:

To deliver RBG Kew's mission by:

Unlocking the potential in the Joseph Dalton Hooker papers held in the historical archives of RBG Kew, through detailed cataloguing, transcribing and research on the collection and development of a Joseph Dalton Hooker Correspondence website. Through this work, the post will assist in the curation, preservation and making accessible of the historical archives of RBG Kew, ensuring that information is made available to Kew staff, the wider research world and the general public.

### Job 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. 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. Through work on the papers of one of the UK's most eminent scientists, this post will accelerate access to the collection and will inspire, entertain and ultimately transform people's understanding of the important role Joseph Hooker and Kew has played in the development of botany worldwide

### Accountabilities:

1.	Identification of letters and other items written by Joseph Dalton Hooker held at Kew and other organisations and preparation of these for digitisation, through liaison with either Kew's preservation and digitisation staff, or external organisations.	25%
2.	Development of the Joseph Hooker Catalogue in accordance with professional and in-house standards, through the creation of detailed catalogue records in Calm.	15%
3.	Quality control of letter transcriptions to better aid interpretation and for addition to the Joseph Hooker correspondence website	25%

## Job Profile

4.	Management of the volunteer programme to assist in the transcription of the letters and on-going management of this programme	5%
5.	Management of the content of the Joseph Hooker website, including uploading of digital images and transcriptions	10%
6.	Initiation of activities designed to liberate information held in the Hooker collection, by the appropriate application of technology and other methods. This will include contributing to the departmental blog, displays for the public and outreach activities.	10%
7.	Collaboration with other research organisations and archive repositories, to raise the profile of Joseph Hooker and his correspondence	5%
8.	Be prepared to assist in the Archives with other tasks as required to maintain the smooth running of the Library, Art & Archives at Kew	5%

Note: the balance of time spent on each task will change as the project progresses.

### Management of Resources

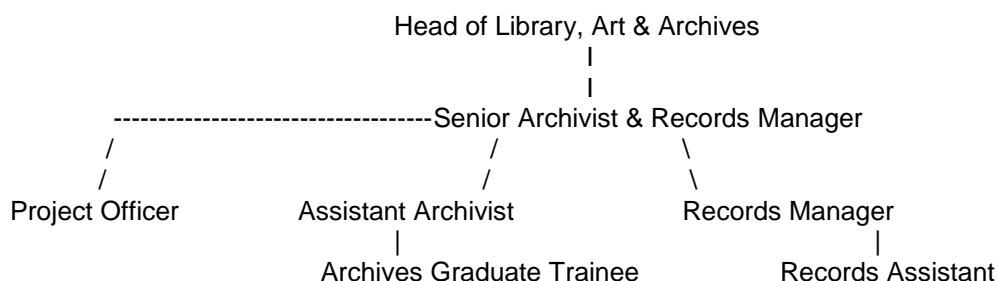
**Financial Responsibilities:** All staff are responsible for management of their own time and resources.

1.	None
2.	

### Management of People

1.	Management of the volunteers, with assistance from the Senior Archivist & Records Manager
2.	

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



## Section 2: Person Specification

### Education and Experience

<b>Essential</b>
Degree in a relevant subject
Postgraduate qualification in archives administration or equivalent experience
Ability to read nineteenth century handwriting
Good understanding of archival cataloguing and the relevant standards
Demonstrable experience of being able to précis documents and write effectively
<b>Desirable</b>
Experience of cataloguing archive collections
Experience of using Calm
Experience of transcribing historical documents
Experience of managing volunteers
Experience of communicating history to the public
Knowledge of document digitisation and associated copyright issues

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

<b>Essential</b>
Excellent written and oral communication skills
Project management skills
Ability to plan own time, work independently and use own initiative
Good attention to detail and proven data entry skills
Excellent IT skills
Ability to work as part of a team and to deal with people at all levels
Ability to identify items that are in need of conservation
Ability to collect and interpret historical data

**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	X
2. Changing and improving	
3. Making effective decisions	X
4. Leading and communicating	
5. Collaborating and partnering	X
6. Building capability for all	
7. Achieving commercial outcomes	
8. Delivering value for money	
9. Managing a quality service	X
10. Delivering at pace	