



<b>JOB DESCRIPTION</b>	
<b>DIRECTORATE:</b> LCCS	<b>DEPARTMENT:</b> Libraries & Heritage
<b>JOB TITLE:</b> Development Manager, Archives & Local History	<b>POST NUMBER:</b> [to be assigned]
<b>REPORTS TO (Job Title):</b> Head of Libraries & Heritage	<b>Current Grade</b> Grade 10
<b>1.</b>	<b>MAIN PURPOSE OF JOB:</b> Working with both internal and external partners, to devise and implement sustainable strategic development plans for the Archives and Local History (ALH) service which deliver the council's cultural vision for the service and which maximise the services' access to external funding streams.
<b>2.</b>	<b>CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b>
i	Initiate and negotiate development projects for the ALH service (including writing fundraising applications) working with local, regional and national cultural and grant-awarding bodies to create additional capital and revenue resources which will improve public access to and conservation of the ALH collections.
ii	Implement and project-manage development projects (including leading and developing project staff) to improve access to and care of the ALH collections
iii	Develop and implement strategic collections management plans for the ALH collections through negotiation with archive owners and other heritage institutions, to maintain the scope and size of the ALH collections at a sustainable level and to minimise duplication of resources and overlaps with other heritage institutions.
iv	Lead and manage the Archives and Local History teams, developing team members through the Performance Development Review process so that quality of service to the public and care of the collections is constantly improving.
v	Act as Secretary and professional curatorial advisor to the York Archives and Local History Development Trust (YALHDT), to support and guide the Trustees in fundraising for ALH development.
vi	Identify and implement opportunities to maximise trading income from the ALH collections to reduce the net cost of the service to the council tax payer.
vii	Be accountable for the proper management of all budgets and other resources delegated to this post
viii	Work co-operatively and communicate and consult with colleagues within the service and beyond, to ensure effective working relationships are maintained

	ix	Actively participate in the Performance development Review process, personal learning and development and team working to ensure agreed service priorities and targets are delivered.
	x	Be accountable for and take ownership of all targets delegated to this post.
3.		<p><b>SUPERVISION / MANAGEMENT OF PEOPLE</b></p> <p>No. reporting – 7 in total plus project staff and volunteers</p> <p>Permanent staff: Direct: 2            Indirect: 5  Project staff: average of 1 direct report per year  Volunteers: Average of 2 direct report volunteers/placement staff and 10 indirect report volunteers/placement staff per year.</p> <p>Full line management responsibility for two direct reports and their teams in two discrete locations: the Archives Team, based at City Art Gallery; and the Local History team based at the Central Library (with outreach via local branch libraries)</p>
4.		<p><b>CREATIVITY &amp; INNOVATION</b></p> <p>The post holder will need to exercise a high level of creativity and innovation in identifying opportunities for fundraising and forming development partnerships with external bodies.</p> <p>Without compromising core professional and ethical standards the post holder will need to be prepared to adapt the ALH mission to make connections with the differing agendas of external funding agencies.</p> <p>S/he will need to apply fresh thinking to identify ways in which the Archives and Local History service can engage with individuals and organisations which do not come under the traditional “heritage” umbrella.</p>
5.		<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>• <b>Internal</b></li> </ul> <p>Weekly contact with the Head of Libraries and Heritage as line manager for this post to agree personal objectives, short and long term strategic priorities for the ALH service, budget and staff management issues and to evaluate the success of ALH projects and operations.</p> <p>Attend and actively contribute to fortnightly meetings of the Library &amp; Heritage Service Senior Management Team to co-ordinate the ALH operational and marketing plans with the rest of the Library &amp; Heritage service</p> <p>Regular contact with managers and senior managers across CYC to advise, influence and persuade them of the value of adopting best practice in managing CYC’s records of permanent value to maintain the archive, and to meet consequent Freedom of Information and Data Protection requirements.</p> <p>Attend and contribute to monthly briefings for the Executive Member for</p>

Leisure, Culture and Children's Services.

Regular contact with CYC press officers to brief them on upcoming news stories from the ALH service which can be used to raise the profile of the service, assist fundraising and encourage public use of the service.

- **External**

Regular contact with Trustees of YALHDT as a group at their regular formal meetings and on a one-to-one basis outside formal meetings to support, advise and guide them in their decision-making and fund-raising activities, including tactfully reconciling any Trustee project proposals with professional best practice and funding bodies' strategic priorities.

Regular contact (at least once a month and usually more frequently) with local history and volunteer groups to negotiate support partnerships for the ALH service, and to publicise the work of the ALH service, including tactfully reconciling any volunteer project proposals with professional best practice and the ALH service's strategic priorities.

Regular contact (at least six-monthly) with the senior heritage professionals in other heritage and archive bodies in York (primarily the University of York, York Museums Trust, York Minster, National Railway Museum and the York Civic Trust) to identify and negotiate opportunities for project and fundraising partnerships, and to anticipate and resolve at an early stage any potential conflicts that may arise from policy or operational overlaps between the ALH service and other local heritage organisations.

Six-monthly contact with representative users and non-users of ALH services to obtain feedback on the standards and range of ALH public services, to address user and non-user concerns about the service, and to evaluate the success of ALH development projects from the users' perspective.

Six-monthly contact with the regional representatives of the Heritage Lottery Fund (HLF) and the Museums, Libraries & Archives Council (MLA) to positively influence their understanding of the ALH service's strategic and cultural objectives and thus assist CYC to submit funding applications to HLF and MLA which have a high potential for success.

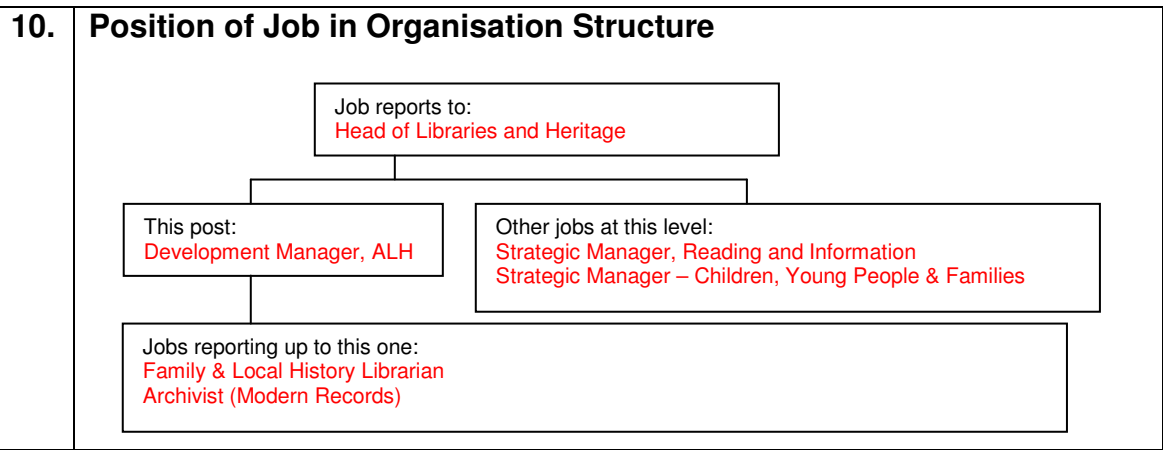
Ad hoc contact with representatives of external funding bodies (e.g. grant-making trusts and foundations) to identify and negotiate fundraising and development partnerships which simultaneously advance the ALH Development Plan and meet the business objectives of the external funding body.

Regular contact (at least annually) with the relevant professional and regulatory bodies (e.g. The National Archives; Society of Archivists, National Council on Archives; CILIP; CIPFA) to provide information and statistics on ALH service operations, and to represent the ALH service in regional and national policy consultations on archives and local studies issues.

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<p><b>6.</b></p>	<p><b>DECISIONS – discretion &amp; consequences</b></p> <p><b>Discretion</b>  Within the broad strategic objectives of the current ALH Development Plan as agreed by the Executive, the jobholder has wide ranging discretion to initiate and develop contacts with potential external partners and to recommend development proposals for acceptance to the EMAP for LCCS.</p> <p>Subject to statutory requirements, the Council’s and nationally determined policies, procedures and standards, the jobholder has wide-ranging discretion to require anyone wishing to gain access to any part of the ALH collections to conform with whatever security procedures and/or restrictions on access are required to prevent loss of, damage to or unacceptable use of the collections, or to prevent contraventions of the Councils obligations under Data Protection, Freedom of Information and other archives legislation.</p> <p>The jobholder is responsible for the day to day management of the ALH revenue budget of approximately £180k including authorising overtime and expenditure on travel, subsistence and purchase orders, and managing income-generating operations. The jobholder is also responsible for devising the annual operating plan for the ALH service, including making recommendations to the Head of Libraries and Heritage for the level of staff and non-staff revenue budgets required.</p> <p><b>Consequences</b>  The jobholder’s operational decisions on staffing, expenditure and access to the collections will directly enhance the experience of service users and the wider perception of the CYC ALH service as an open and accessible service which is attractive to external development partners.</p> <p>The jobholder’s decisions and recommendations for development proposals will significantly enhance the financial resources available to the Library &amp; Heritage Service over and above the recurrent revenue budget.</p>								
<p><b>7.</b></p>	<p><b>RESOURCES – financial &amp; equipment</b>  <i>(Not budget, and not including desktop equipment.)</i></p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: left;"><u>Value</u></th> </tr> </thead> <tbody> <tr> <td>CYC Archives collections comprising 400 cubic metres of unique and irreplaceable historic documents dating from the 11<sup>th</sup> Century to the present day</td> <td>£8m (insurance value)</td> </tr> <tr> <td>CYC Local History Collections comprising 130 m<sup>3</sup>of rare publications and images</td> <td>£1m (insurance value)</td> </tr> <tr> <td>Cash &amp; cheques (donations &amp; sales)</td> <td>c.£300 monthly</td> </tr> </tbody> </table>	<u>Description</u>	<u>Value</u>	CYC Archives collections comprising 400 cubic metres of unique and irreplaceable historic documents dating from the 11 <sup>th</sup> Century to the present day	£8m (insurance value)	CYC Local History Collections comprising 130 m <sup>3</sup> of rare publications and images	£1m (insurance value)	Cash & cheques (donations & sales)	c.£300 monthly
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8.	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work demands</b> The jobholder will be required to manage and balance conflicting deadlines, priorities and requests for information arising from the extensive range of internal and external stakeholders in the service.</p> <p><b>Physical demands</b> The jobholder will occasionally be required to physically move individual boxes and rolls of archival documents into and out of storage areas.</p> <p><b>Working conditions</b> The jobholder will normally work in an office environment, with occasional days of work in chilled storage areas.</p> <p><b>Work context</b> The work involves minimal risk to personal safety or injury, illness or health problems arising from the environment or the public.</p>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <ul style="list-style-type: none"> <li>• Professional (graduate/postgraduate) qualification in archives administration or librarianship.</li> <li>• Developed personal research and learning skills which will allow the jobholder to rapidly accumulate the specialist historical and local government knowledge required to function effectively as senior professional in charge of the city archives.</li> <li>• Knowledge of the core legal and regulatory issues which affect the operation of a local government archives and local history service and public access to information held by the service, in particular the operation of Freedom of Information, Data Protection and Public Records legislation.</li> <li>• Knowledge of the various local, regional and national governmental and professional bodies which may have an impact on the operation and development of a local government archives and local history service.</li> <li>• Experience of managing a specialist team or teams delivering information services directly to the public, including staff development, setting team and individual objectives, operational planning, and budget management.</li> <li>• Experience of negotiating with external bodies to set up service delivery or development partnerships, using tact and diplomacy to create a partnership which delivers mutual benefit.</li> <li>• Experience of writing successful external funding applications.</li> <li>• Experience of managing discrete capital or revenue projects from development through to implementation and post-implementation evaluation.</li> <li>• Excellent written and verbal communication and interpersonal skills, including the ability to appropriately tailor communications styles to a wide variety of audiences.</li> </ul>



<b>Job Description agreed by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
Job Holder			
Manager			