

Recruitment person specification

Post being recruited for: Records & Archives Officer.....

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	Experience of working in an organisation of comparable scope, size and complexity Experience of advising internal and / or external stakeholders on archival, records management and information related matters Experience of researching and summarising archives for enquiries Experience of undertaking basic preservation tasks to preserve heritage collections Experience of appraising, arranging and cataloguing archives	Experience of working in a local authority archives/ records management environment Experience of working on projects/ programmes in relation to archives and records management Experience of delivering training, briefing sessions and outreach initiatives
Knowledge, skills and understanding	Ability to develop and maintain strong and positive relationships with colleagues and customers Ability to negotiate and communicate effectively at all levels within the organisation (both verbally and in writing) and present arguments/ views and information in a coherent and cogent manner Ability to analyse and evaluate complex issues and develop and implement appropriate solutions Ability to design and revise processes and procedures to facilitate improved archives and records management Ability to work on your own, using your own initiative within set boundaries across multiple work sites Knowledge and understanding of relevant professional, regulatory and statutory frameworks in relation to archives and records management Knowledge of records management controls and processes Knowledge of local authority functions and activities	Understanding of the political processes within Scottish local authorities Knowledge of typical Scottish local authority archive collections Knowledge and experience of both physical and digital preservation best practice
Qualifications and training	The post will be expected to be qualified to degree level The post will be expected to have a postgraduate qualification in archives/ records management or equivalent evidence of experience	
Job specific requirements	Evidence of continuous professional development	Familiarity using the CALM collections management solution