



Job Description - Archivist

Job Title:	Archivist
Department:	Archive
MOLA Grade	MOLA Pay Band 3.2
Hours:	37.5 hours per week; Monday to Friday. Flexibility with working hours will be required.
Location:	London
Duration:	Permanent
Responsible to:	Head of Archive
Responsible for:	Volunteers and students (after appropriate training)
Overall Job Purpose:	Delivering complete and accurate archives for deposition in accordance with the archiving plan, including preparation of artefacts and their records.
Key Result areas:	<ul style="list-style-type: none"> • To work in accordance with the archiving standards of receiving archive organisations. • To gather site records and check validity and completeness • To feedback on records management performance to supplying teams • To maintain inventories and database records including project site codes, transfer and loan details and MOLA publications and reports • To produce a complete and accessible digital archive including the relevant metadata • To assist in the supervision of volunteers and student placements • To assist with external enquiries regarding MOLA's archive • To liaise with staff of receiving repositories • To closely liaise with the Museum of London's Archaeological Archive in respect of enquiries and loans • To assist with the production of annual site summaries for period and county journals • To help train MOLA staff in archiving procedures • To work in accordance with MOLA's Health and Safety policy always • To promote the work of MOLA and disseminate information to clients, colleagues and the general public as appropriate. • To undertake any other task compatible with the post as may be required
Working Conditions	<ul style="list-style-type: none"> • The role will require extended periods of screen work • The work involves repetitive manual tasks and lifting • Work can be physically demanding

NB This job description should not be taken as an exhaustive description of the role and is rather indicative of the types of responsibility covered by this job. MOLA reserves the rights to make reasonable changes as are necessary commensurate with the nature of the post held.



Person Specification – Archivist

Essential	Assess. Method	Desirable	Assess. Method
Qualifications			
A degree in archaeology or a related subject	AF	Archaeological qualification or equivalent experience	AF
		Membership of the CIFA and/or a relevant professional body	AF
Experience & Knowledge			
Experience of working in a project-based environment	AF /I	Some experience in preparing and processing archive materials	AF/I
Basic understanding of archiving standards	AF /I	Some archaeological field work experience	AF/I
Experience of working within cross functional teams	AF /I	Experience of using databases	AF/I
Basic experience of records management	AF /I	Experience of working with volunteers or on community projects	AF/I
		Experience of working with finds and ecofacts	AF/I
Skills/Abilities/Competencies			
Excellent organisational skills and ability to work with minimal supervision	AF/I	Knowledge and use of Microsoft Access	AF/I
Excellent communication skills both written and oral and team working capabilities	AF/I	Knowledge and use of AutoCAD and ArcGIS software	AF/I
Strong skills in Excel and Word	AF/I	Knowledge of Archaeological Data Services and digital archive requirements	AF/I
Methodical	AF/I/ T		
High attention to detail and an ability to see jobs through to completion	AF/I/ T		
Ability to work under pressure and to deadlines	AF/I		
Flexible and responsive to short term changes of plan	AF/I		

Assessment Method Code:

AF – Application Form

I – Interview

T - Test