

Job title	Archives Collections Manager		
Job family	Archives	Grade	7

Job purpose

The purpose of this role is to set, monitor and manage deliverables to BBC Archives, ensuring that requirements are specified upfront rather than retrospectively and to establish a workable ‘Collections’ strategy and approach, so as to present and showcase Archive content digitally to meet the needs of a wide range of users (from one-time user to experienced researcher). The role requires using search analytics to enable the curation of digital assets across platforms.

There is also a significant team management element to the role, as well as interaction with production and commissioning.

Key responsibilities and accountabilities

The Archives Collections Manager is responsible for operational leadership and execution of Archives policy and process. Responsibilities and accountabilities include (but are not limited to):

1. Contributing to the development and delivery of the Archives Collections strategy.
2. Establishing, developing and managing the delivery of material from production areas and elsewhere to the archive upfront (‘commissioned deliverables’).
3. Building and maintaining effective working relationships with customers (both internal and external) in order to ensure services and collection strategy remain aligned with business needs and are highly regarded.
4. Building high-performing teams, and providing the full range of line management support, including mentoring and professional development.
5. Ensuring that Archive policies and standards remain aligned with current BBC business needs.
6. Exploiting digital platforms in order to present Archives content effectively and coherently to all users.
7. Ensuring best use of Archives resources in a way that enhances the interests of BBC Archives.
8. Measuring the effectiveness of Archive services and developing appropriate measures, as well as assessing service offerings, team performance and the contribution of individual staff members, in order to determine future priorities and strategies.

Knowledge, skills, training and experience

Essential

- Proven ability in the day to day management of a professional service, including staff and budget management in a customer-focussed environment.
- Communication and negotiation skills with both staff and customers, and proven ability to successfully manage relationships within an archive or production environment.
- Experience of working under pressure, flexibly and to tight deadlines.
- Knowledge of computers and databases and their application to information services, particularly in respect of new developments and direct customer access.
- Ability to work independently and to delegate responsibilities effectively, so as to plan utilisation of staff resource to ensure maximisation of effort.
- Experience of mentoring and developing others to learn new skills and fulfil potential.
- Excellent motivational and communication skills.

Desirable

- A higher education qualification in Archives, Records or Information management; or extensive experience of working in Broadcast and Media Content Management.
- Knowledge of BBC commissioning, scheduling and production processes
- Knowledge of broadcasting technology practices, relevant regulations
- Demonstrable subject matter expertise in Archives or Broadcast and Media Content Management.
- Experience of managing a team.
- Project and Change Management experience.

Job impact

This is a team management role within a business support area that requires both subject matter expertise and demonstrable team management experience.

Other information

For Reward team use only

Job Code	
Definition:	Content / Content Support / Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Location base	Caversham
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Organisation structure	<p>BBC Archives is seeking an experienced archive professional to lead work on the Archive Index+ collection management and catalogue system for the Written Archives. Already installed, with some configuration, structure and population completed, we have now identified the need for a dedicated archive role to drive the product through to the next stage as the principle collection management and discovery tool for BBC and external user communities. You'll lead a small team of cataloguers and assistants, and work closely with technologists, colleagues in BBC Archives, and the supplier to maximise the potential of the product to transform access and services. This is a fixed term contract role for 18 months, based in Caversham, near Reading, Berkshire.</p>
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Additional job specific responsibilities and accountabilities
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Role Responsibility

- Lead on the implementation and population of the Archive Index+ system.
- Ensuring adherence to policy and processes for making archival records available to BBC and external users
- Lead on representing archive requirements when working with technologists and the system supplier
- As part of the BBC Written Archives management team, contribute to the development of processes and service development
- Management of up to 10 direct reports in line with BBC span of control manager:team ratio

Are you the right candidate?

Essential

- A higher education qualification in Archives, Records or Information management; or extensive experience of working in Broadcast and Media Content Management.
- Demonstrable subject matter expertise in Archive catalogues or Content Management Systems
- Proven ability in the day to day management of a professional service, including staff and budget management in a customer-focused environment.
- Communication and negotiation skills with both staff and customers, and proven ability to successfully manage relationships within an archive or production environment.
- Experience of working under pressure, flexibly and to tight deadlines.
- Knowledge of collection management and catalogue systems and their application to archive services, particularly in respect of new developments and direct customer access.
- Ability to work independently and to delegate responsibilities effectively, so as to plan utilisation of staff resource to ensure maximisation of effort.
- Excellent motivational and communication skills.

Desirable

- Knowledge of BBC commissioning, scheduling and production processes
- Knowledge of broadcasting technology practices, relevant regulations
- Project and Change Management experience.
- Experience of mentoring and developing others to learn new skills and fulfil potential.