

Job title	Archivist		
Job family	Archives	Grade	5

Job purpose

The purpose of this role is to support the delivery of BBC Archives strategy through a range of activities such as building archive collections, ensuring compliance with archive deliverable by production, assessing legacy content, and applying deep knowledge of and expertise in our unique collections.

Archivists provide high quality services to our users that present and showcase Archive content increasingly via digital delivery. The role requires using search skills and emerging analytic tools to enable the curation of digital assets across multiple platforms. Archivists work too with mostly non-digital collections delivering specialist services. Working as part of a team, as well as independently, Archivists interact with a range of customers and user communities, both BBC and externally.

Key responsibilities and accountabilities

The Archivist is responsible for the execution of Archives policy and process. Responsibilities and accountabilities include (but are not limited to):

1. Working to support the delivery of the Archives Collections strategy. This may include research, cataloguing, documentation, selection and training activities.
2. Monitoring the receipt of agreed archive deliverables from production areas and escalating issues as appropriate.
3. Maintaining effective working relationships with customers (both internal and external) in order to ensure services remain aligned with business needs and highly regarded.
4. Ensuring that Archive policies and standards are adhered to.
5. Exploiting digital platforms in order to present Archives content effectively and coherently to all users.
6. Working as part of a team to ensure priorities and strategies remain aligned.
7. Providing pre-digitisation support for assets selected as part of the Archives Collections strategy.
8. Promoting best archiving practice both internally and externally.
9. Acting as the point of contact for BBC Archives services, and directing enquiries/research where appropriate.

Knowledge, skills, training and experience

Essential

- A higher education qualification in Archives, Records or Information management; or experience of working in Broadcast and Media Content Management.

- Experience of customer service, working under pressure, flexibly and to tight deadlines.
- Experience of working as part of a customer-focused team, coupled with the ability to work independently.
- Communication and negotiation skills, and the ability to successfully manage relationships within an archive or production environment.
- A good appreciation or knowledge of databases and computer software packages (in particular, Microsoft Excel) and their application to information services.

Desirable

- Knowledge of BBC commissioning, scheduling and production processes
- Knowledge of BBC output, archiving processes and practices
- Knowledge of broadcasting technology practices, relevant regulations
- Demonstrable subject matter expertise in Archives or Broadcast and Media Content Management.
- Experience of working as part of a customer-focused team.
- Project and Change Management delivery experience.

Job impact

Archivists work in the collections and archive teams of BBC Archives, a key business support area of the BBC. The role demands subject matter expertise, editorial sense, business and process management skills, and delivers an excellent standard of customer service to our users.

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.

Division	
Reports to (title)	
Location base	

Organisation structure	

Additional job specific responsibilities and accountabilities	
<ul style="list-style-type: none"> • • • • • • • • • • 	

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	