

**JOB DESCRIPTION**

**CONTRACTUAL POSITION**

**JOB TITLE: SENIOR ARCHIVES & RECORDS SPECIALIST (RECORDS AND INFORMATION MANAGEMENT)**

**JOB SUMMARY:**

The incumbent is required to assist the Government Archivist in the management of government records throughout the records lifecycle, from creation to management, use, and final disposition as obsolete records or archival records, regardless of medium or form. Work involves identifying, arranging, organising and describing, and providing access to records of archival value; developing archival projects, in collaboration with the Government Archivist; and advising Heads of Ministries and Departments on matters pertaining to the management of current government records and archives. The incumbent is also required to assist in developing/revising policies, regulations, guidelines and systems for the effective management of Government's records, and provide oversight of the Conservation Laboratory, as required. Dependent on work assignment the incumbent will be required to perform duties in one or more of the functional areas listed:

- Archival Processing and Management
- Reference and Outreach
- Preservation/Conservation Management of all record formats, including analogue and digital formats.
- Records and Information Management

<b>REPORTS TO:</b>	Government Archivist
<b>SUPERVISION GIVEN TO:</b>	Staff of Reference and Outreach Unit, Records Centre, Archival Processing, or Conservation and Digitization Unit
<b>DUTIES AND RESPONSIBILITIES:</b>	

### **Archival Processing and Management**

- Appraises official records, personal papers and other documentary material to determine historical, legal, fiscal, administrative and intrinsic value.
- Co-ordinates and oversees the acquisition of records of enduring value to Trinidad and Tobago, including negotiating of donor agreements for deposit, loan or purchase, and liaison with archival institutions for copies of Trinidad and Tobago archives.
- Accessions, arranges and describes archives/collections based on archival international standards and best practice eg. ISAD-G and prepares finding aids as required.
- Prepares collection-specific metadata for the development, implementation and maintenance of an integrated archival management system.
- Assists in the development and maintenance of policies and procedures for archival management, including design of forms and establishing workflows.
- Directs and supervises staff and interns engaged in performing archival processing activities.
- Assists the Government Archivist in providing technical support and assistance as required, to government ministries and agencies, as well as entertains external requests for same from the private sector and civil society.

### **Reference and Outreach**

- Co-ordinates the management of reference and outreach services.
- Directs and supervises staff and interns engaged in reference and outreach activities and recommends training as required.
- Sets up and manages an effective reference service to facilitate easy access to collections, defining policies, rules and regulations, procedures, work flows and systems for efficient service delivery.
- Closely monitors requests for information and queries via email, online platforms, and telephone to ensure timely response.
- Curates exhibitions, including online exhibitions and content, to promote national history, using collections housed at the repository.
- Assists in collaborative outreach activities with ministries, organization and individuals, as required.
- Assists in the preservation assessment of collections and in the selection of materials for conservation treatment.
- Builds and maintains relationships with stakeholders and clientele.
- Works with the Communications Officer in the planning and implementation of outreach strategies, including those related to the use of the website and social media.

### **Preservation/Conservation Management**

- Evaluates the preservation needs of archival records and selects materials for conservation treatment, including conduct of collection surveys, and selection of appropriate housing/storage.
- Selects records in need of conservation and/or digitization and maintains a log of records being repaired in conservation lab or being digitized.
- Assists in the monitoring of housekeeping, climate control and security of storage areas for archival records.
- Conducts assessments on conditions of new collections acquired.
- Oversees the monitoring of care and use of records by users in the Searchroom.
- Assists with the installation of exhibits, including placement of materials, creation of labels, and use of book cradles, and ensures compliance with established guidelines regarding light levels and placement of exhibit cases.
- Advises Government Ministries, Departments and Agencies on Government's policies on the management, preservation and conservation of archival materials and ensures that the policies are observed at all times.
- As required, oversees work of Conservation Lab with regards to work plan, workflows, work logs, and work processes and practices.

- Contributes to the ongoing review of materials, processes and treatments as it relates to modern preservation and conservation methodologies.
- Assists the Government Archivist in providing technical support and assistance as required, to government ministries and agencies, as well as entertains external requests for same from the private sector and civil society.
- Develops and maintains disaster preparedness and recovery plan and programme.
- Work collaboratively with OSH focal point on issues related to proper storage of records, including record format-specific storage requirements as well as OSH-compliant conditions of work for staff.

#### **Records and Information Management**

- Provides leadership in the development and implementation of national standards, policies and practices for the effective management of electronic and non-electronic records in the Public Service, based on international standards and best practices.
- Collaborates with other Government Agencies and Departments to ensure that information and records management legislation, policies and practices are in concert, and that Government's information systems build/incorporate records management functionality appropriate to the assets they support.
- Co-ordinates a programme of inspections to ensure that records management policies, processes and systems are being adhered to, that storage arrangements are adequate and that current disposal schedules are being observed.
- Leads in the transformation to government-wide modern records management processes, systems and tools, including the development and monitoring of classification schemes and retention and disposition schedules; the development of a hybrid paper and electronic records management system, inclusive of registry indices and file/record tracking systems and clearly defined transfer mechanisms.
- Co-ordinates a programme of inspections to ensure that records management policies, processes and systems are being adhered to, that storage arrangements are adequate and that current disposal schedules are being observed.
- Collaborates in ensuring the provision of guidelines for, and training/professional development of Government officials in the creation, management, care, disposal and preservation of public electronic and non-electronic records.
- Assists the Government Archivist in providing technical support and assistance as required, to government ministries and agencies, as well as entertains external requests for same from the private sector and civil society.

#### **Digital Curation**

- Leads efforts to acquire, preserve, and provide access to born-digital and digitized archival collections.
- Coordinates the development and implementation of a digital forensics/archival management system to secure born-digital and digitized collections, based on the current standard/model.
- Leads in the development of policies, guidelines and best practice for curation of born-digital/ digitized materials.
- Coordinates the transfer of digital materials from a variety of current and legacy media formats such as tape, floppy disks, CDs, and hard drives, and implements mechanisms for ensuring the authenticity, preservation and access of this material.
- Assists in the migration of collection descriptions (metadata) to integrated archival and digital management system.
- Designs, documents and oversees efficient digital production workflows, outputs, including metadata production based on international standards (EAD, METS, MODS etc) and supervises quality control.
- Coordinates updating of online collections catalogue.
- Develops processes for the routine acquisition, preservation, and access of born-digital, including email, websites, social media, and other electronic records.
- .Contributes to the ongoing review of technologies and their application to collections management.

Incumbents will be required to perform a management role with respect to designated functions, including strategic and operational planning, preparation of budgetary estimates and relevant reports, supervision of staff, management and evaluation of programme and projects and work as part of the National Archives management team.

<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Considerable knowledge of public administration, including the management of public and state organizations.</li> <li>• Knowledge of the principles governing the organisation and administration of an archival institution.</li> <li>• Knowledge of the history of Trinidad and Tobago and the Caribbean region.</li> <li>• Considerable knowledge of the international standards and practices of traditional and electronic records management as well as archives management.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Ability to provide leadership and vision.</li> <li>• Ability to identify, analyse and solve complex problems and make appropriate decisions.</li> <li>• Ability to communicate effectively both orally and in writing.</li> <li>• Ability to establish strong networks with external clients.</li> <li>• Ability to work independently and also as part of a team.</li> <li>• Effective project management skills.</li> <li>• Ability to use and interact with contemporary computer applications, including word processing and spreadsheets.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING</b>	
<ul style="list-style-type: none"> <li>• A Master's degree from a recognized university, in Archives and Records Management, Information Science/Management or related field.</li> <li>• A minimum of five (5) years' experience in Records or Archives Management.</li> <li>• A Bachelor's degree in Management Studies or related Social Science.</li> <li>• Experience in Electronic Records Management would be an asset.</li> <li>• At least three (3) years supervisory or management experience.</li> </ul>	