

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Archives and Heritage Service Manager

Archives and Heritage Service
Place, Economy and the Environment

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people.



**West
Northamptonshire
Council**

People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

1. To be responsible for the strategic planning and delivery of the Archives and Heritage Service on behalf of North and West Northamptonshire Councils, ensuring expert specialist guidance is given where necessary on the authorities' responsibilities for record keeping.
2. To manage staff and resources to ensure that best use is made of these to fulfil obligations and to deliver services to high professional standards that meet user needs, meeting both the national Archives Accreditation and the Historic Environment Record (HER) audit requirements.

Accountable to:

This role reports to the Head of Public Realm within the Assets and Environment Division of West Northamptonshire Council. The service is managed on a day-to-day basis by West Northamptonshire Council and staff are employees of WNC. But it is provided on a countywide basis on behalf of both West Northamptonshire and North Northamptonshire councils under an Inter Authority Agreement.

Responsibilities:

1. To be responsible for the strategic direction of the Archives and Heritage Service, taking into account national legislation, new technologies, and local circumstances.
2. To direct and lead the effective planning and delivery of the Service, ensuring that preservation and conservation, digital assets, access and researcher needs are at the core of the service's work, as well as delivering on the council's objectives.
3. To direct, manage, develop and motivate staff so that the team delivers a highly effective professional service. This will include target setting, performance monitoring and individual appraisals.
4. To be responsible for ensuring the Service achieves and retains appropriate standards (Archives Accreditation and the HER audit), ensuring all necessary documentation is kept up-to-date and reviewed regularly.
5. To deliver the various strategies, policies and plans required to support the core professional and customer delivery aspects of the service, including ensuring it delivers its statutory functions.
6. To manage the service's activities through effective budget planning, monthly forecasting, performance indicators and business continuity planning.
7. To be the service lead on health and safety matters and ensure that policies, procedures and risk assessments are up-to-date, compliant, and regularly reviewed.
8. To develop opportunities for income generation and develop projects for external funding as appropriate.
9. To advocate for and promote the archives and heritage service across Northamptonshire by developing collaborative partnerships, undertaking outreach and engagement activities, and educational work.
10. To be an advocate for the service, representing it and promoting its work both within the authority and with external organisations.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.

12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to think and work strategically and innovatively in order to meet goals and targets.	Essential	A, P, I
Proven and well-developed ability to communicate with people from a variety of backgrounds and experiences, both internally and outside the council.	Essential	A, P, I
Ability to develop effective partnership working with a range of individuals and organisations.	Desirable	A, I
Proven and wide-ranging skills in leading and motivating both teams and individuals to achieve success.	Essential	A, P, I
Ability to prioritise and set individual, team and service-wide targets.	Desirable	A, I
To be skilled in presenting information in an appropriate way given the audience.	Essential	A, P, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/I

Knowledge:	Essential / Desirable	Measured by
Knowledge of archives and heritage and ability to keep up-to-date with key professional issues, including digital archives.	Essential	A, P, I
Knowledge of financial resource planning and budget management.	Desirable	A, I
Knowledge of the requirements of Data Protection and Freedom of Information legislation.	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Proven substantial experience in delivering an excellent customer-focussed archives and/or heritage service.	Essential	A, I
Proven experience of managing and motivating a team to achieve success.	Essential	A, I
Experience of recruiting, managing, developing and training staff to deliver an excellent professional and customer service.	Essential	A, I
Experience of managing complex projects.	Essential	A, I
Proven experience of managing staff/volunteers to achieve positive and successful outcomes.	Desirable	A, I
Proven experience of managing health and safety issues.	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Professional qualification – MA or other postgraduate qualification ideally in a heritage-related field	Essential	A
Driving licence	Desirable	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	Northamptonshire Archives, Wootton Hall Park, Northampton
Job family band:	RT09	Worker type:	Fixed
Salary range:	£48,378 - £51,571 (pay award pending)	Budget responsibility:	NA
People management responsibility:	Small team. Staff structure attached		

Working conditions & how we work:

This role is a manager role in a small team. Therefore, there will be times when the postholder is expected to support the team by hands on work with the team, moving boxes, retrieving items from the repositories for themselves etc. so there will be an element of manual handling involved.

The manager needs to be in the office to support staff and to oversee the operation of the public rooms. There may be times when a day working at home will be required to work on a project, but this will be the exception and in any case should never be more than one day a week.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

