

Archivist

Department:	Justice and Home Affairs
Section:	Office of Superintendent Registrar
Reports to:	Junior Deputy Superintendent Registrar
JE Ref:	JHA1147
Grade: CS08	JE Date: 15/01/2024

Job purpose

To work as archivist to the Superintendent Registrar and as a member of the Office of Superintendent Registrar, in the implementation of all policies and programmes including the Marriage & Civil Status (Jersey) Law and laws relating to registration, pertaining to the collection, preservation and management of paper and digital records relating to the Island of Jersey, to make them available for research, learning, and publication and manage the preservation of the records for the future.

Part time: 20 hours per week

Job specific outcomes

1. To be responsible for the cataloguing and indexing of all registration documentation, registers, applications and other statutory documentation, including any necessary research and liaison with outside bodies and individuals as appropriate.
2. To be responsible for collating Marriage Returns and Marriage Schedules, as well as Conversion and Civil Partnership documents and managing the preparation of documentation for the purposes of binding to form registers.
3. To be responsible for creating indexes for all registers including but not limited to birth, stillbirth, adoption, parental orders, gender recognition, marriage, civil partnership, conversion to marriage, conversion to civil partnership registers.
4. To be responsible for collating and collecting in Quarterly and Annual Returns from Anglican church officials in accordance with the Marriage & Civil Status (Jersey) Law (and associated Order).
5. To protect the security and preservation of the records by providing visitors and staff with guidelines, terms and conditions and standards of behaviour.
6. To carry out research into the records within agreed criteria both for the public and for the Office of Superintendents own activities.
7. To assist with the cleaning, numbering and physical protection of archive material, including designing and maintenance of a Disaster Recovery Plan.

8. To assist the Superintendent Registrar and deputies with the design and maintain a Business Continuity Plan for the physical and digital records relating to the Superintendent Registrar's custody of civil registration to ensure registration can continue in the event of any unforeseen circumstances.
9. To support the provision of a copying service where appropriate.
10. To assist with the location of records in the strong rooms and periodic stock checks.
11. To undertake all associated administration tasks.
12. To undertake any other duties, as the Superintendent Registrar may at times reasonably require.
13. To take responsibility for own personal development, in line with agreed annual performance objectives and professional CPD requirements.
14. To adhere to and promote the Archives and Records Association (UK & Ireland) Code of Ethics.

Statutory responsibilities

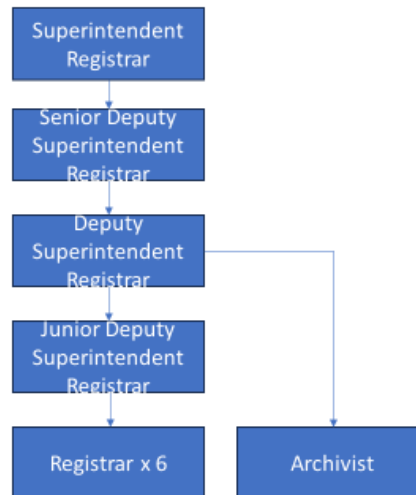
Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Postgraduate qualification in Archive Administration and Records Management French to at least GCSE level.	
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g., the understanding of a defined system, practice, method, or procedure).</i>	Knowledge of archival and records management systems, practices and understanding of the preservation of paper and digital records.	
Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g., language fluency, vehicle license etc.</i>	Ability to use databases. Ability to work with paper records.	Driving licence

	Ability to read French.	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent communication skills (verbal and written).</p> <p>Ability to work to high standards and demonstrate attention to detail.</p> <p>Very organised and self-motivated.</p> <p>Ability to work independently, without direction.</p> <p>A team player.</p> <p>Strong interpersonal skills.</p> <p>Ability to build and maintain relationships.</p> <p>Member of the Archives & Records Association (UK & Ireland).</p> <p>An interest in history of the Island and work of Jersey Heritage .</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession, or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of building effecting partnerships both internally and externally.</p> <p>Experience of Archiving and Archive systems.</p>	

Personal Attributes

Delete as appropriate:



Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.