

Job Description



1. Job Details:

Job Title:	Senior Archivist	Reports to:	Head of Archives
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2. Job Purpose:

To coordinate the acquisition, accession, arrangement, description, appraisal, preservation and availability of library records in English and Arabic.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:	n/a		
Number of Staff Supervised:	0	Direct Reports:	0
Contractor/Others:			0

4. Key Result Areas:

KEY RESULT AREAS

- Follow professionally-established archival standards and implement ISAD-G, RAD & OAIS and other best practices and standards in order to ensure practices of the highest quality
- Organize archival records and develop classification systems to facilitate access to archival materials
- Contribute to the development of archival policies and procedure manuals in order to standardize practices
- Develop archival search and retrieval aids
- Contribute to the planning, organization, implementation, monitoring and evaluation of archival projects
- Conduct independent research and share findings locally and internationally
- Review, evaluate, authenticate and appraise historical documents and archival materials
- Schedule researcher appointments and archive tours
- Offer training and mentoring to existing and new staff members
- Keep abreast of professional trends and developments in all areas of responsibility
- Develop Outreach and Archival advocacy programs
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements. Regularly-scheduled evening and weekend work will be required.

6. Communications and Working Relationships:

- Supervisor – contact as needed to report on work progress, and receive assignments and feedback
- Preservation and Conservation team – frequent contact to consult on the preservation and conservation of archival documents
- Head of Partnerships – contact as needed on local and global partnership initiatives and on the

digital portal (e.g., the World Digital Library)

- Collections team – frequent contact to collaborate on collection building
- Library Information Technology staff – contact as needed on hardware, software, website, connectivity, needs, planning, and digitization projects & technology issues
- Technical Services staff – contact as needed for fund accounting, acquisitions and cataloging issues
- Administration and Planning staff – for communications and financial reporting issues
- Faculty, researchers, students and general public – frequent contact to respond to user needs

7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from jumping to conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

9. Minimum Knowledge, Skills & Experience:

- Master's degree in Archival Studies or a relevant discipline such as Library Science, Information Science, or history, or Middle Eastern Studies
- 2-5 years of experience working in library archives, manuscripts, or special collections
- Excellent knowledge of archival theory and of the life cycle of records
- Experience appraising and distinguishing important historical records from a profusion of Middle Eastern / Gulf archival materials
- Excellent proficiency in both English and Arabic, including the ability to draft / edit a variety of written reports and communications and articulate ideas clearly and concisely, and to read handwritten documents
- Excellent interpersonal and communications skills