

# Job Description



## 1. Job Details:

<b>Job Title:</b>	Head of Archives	<b>Reports to:</b>	Director, Special Collections and Archives
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## 2. Job Purpose:

To assist the Director, Special Collections and Archives (AD) in management and development of archival services for Library holdings; to develop the department's strategic objectives; and to manage 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.

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>	n/a				
<b>Number of Staff Supervised:</b>	3	<b>Direct Reports:</b>	3	<b>Contractor/Others:</b>	0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Establish, develop, implement, evaluate and update archive policies, procedures, plans, budgets, services, standards and best practices
- Develop procedures for and manage review, selection, preservation and conservation recommendations for digitization of archival items, in collaboration with department heads, staff, and the Director for optimal workflow
- Recommend, plan and manage implementation of best practices for packing, moving, and shipping of archives to exhibitions, etc.
- Interview, select, and manage the training of new archives staff
- Mentor and assess staff, QNDP Trainees, Graduate Trainees, and Interns and prepare / recommend / monitor professional development plans as appropriate
- Liaise with internal and external organizations on records management to ensure selection, retention and access for historical, cultural and operational records
- Manage collections and items for research use, for exhibitions, and to meet other outreach goals
- Manage the development of Outreach and Archival advocacy programs
- Keep abreast of best practices, trends, and developments in all areas of responsibility
- Contribute to the reputation of the Library by publishing, presenting, and / or actively participating in relevant professional organizations
- Act on behalf of the Associate Director, Special Collections and Archives, as assigned
- Other reasonable tasks as assigned

## 5. Operating Environment, Framework & Boundaries:

Work hours, days and locations will vary according to QNL requirements. Regularly-scheduled evening and weekend work may be required.

## 6. Communications and Working Relationships:

- Supervisor – contact as needed to collaborate, provide work updates, and obtain approvals
- Special Collections & Archives staff – frequent contact to receive updates and make assignments
- Preservation and Conservation team – contact as needed 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 – contact as needed to collaborate on collection building

## Head of Archives

- Library Information Technology staff – contact as needed on hardware, software, website, connectivity, needs, planning, and digitization projects & technology issues
- Public Services staff – contact as needed to collaborate on research, reference, instruction and programming activities
- Technical Services staff – contact as needed on accounting, acquisitions, and cataloging issues
- Administration & Planning staff – regular contact on public relations & communications needs, human resource issues, policy and planning development, financial reporting, and strategic & business planning
- Faculty, researchers, students & general public – frequent contact to assist with user needs, program needs, etc.
- Department heads & staff – regular contact for collaborative work related to the archives
- QNL committees – participation as needed

### 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:


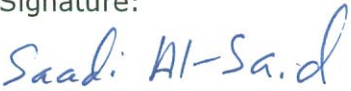
- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult 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
- 6-8 years of full-time experience working in library archives, 3 of which must have been in a supervisory or leadership role in a library, museum, or research organization in archives
- Project management experience
- Experience appraising and distinguishing important historical records
- Excellent personnel management, interpersonal and communications skills
- Excellent analytical and time management skills
- Strong interpersonal communication and presentation skills in both oral and written English
- 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

### 10. Approvals:

*Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.*

Approved:  Name:	Signature: 	Date:
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