

**NOTES**

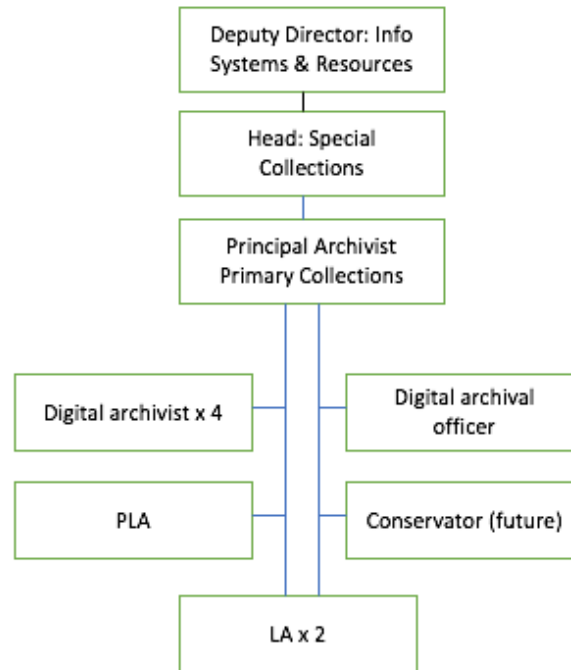
- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

**POSITION DETAILS**

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|--|---|
| Position title                         | Principal Archivist : Primary Collections |
| Job title (HR Practitioner to provide) |   |
| Job grade (if known)                   |   |
| Academic faculty / PASS department     | UCT Libraries                             |
| Academic department / PASS unit        | Information Systems and Resources         |
| Division / section                     | Special Collections                       |
| Date of compilation                    | July 2018                                 |

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



**PURPOSE**

The main purpose of this position is to provide innovative, dynamic and collaborative library and information services to the academic enterprise. This includes taking responsibility for the judicious development and preservation of Special Collections with particular emphasis on Primary Collections, providing leadership and direction for all aspects of these Collections under the guidance of the Head: Special Collections.

The Principal Archivist is responsible for the advancement of the work and importance of the Special Collections and Digital Preservation with particular emphasis on management of Primary collections including providing EAD control over all materials in all formats to enhance the visibility, accessibility and discoverability of UCT's unique collections. The Principal Archivist is also responsible for exploring innovative ways of making these specialized collections available, preserving materials in digital and other formats, managing and overseeing in-depth assistance to researchers, both local and international, and students at all levels and liaising with staff of similar collections in institutions, to support collaborative research efforts.

**JOB CONTENT**

| <b>Key performance areas (4 – 6)<br/>(What)</b> |   | <b>% of<br/>time<br/>spent</b> | <b>Activities / Objectives / Tasks<br/>(How)</b>   | <b>Results / Outcomes<br/>(Why)</b>   |
|---|---|--------------------------------|--|---|
| 1   | Strategic leadership and management of primary collection | 25%                            | <ul style="list-style-type: none"> <li>• Guiding, monitoring and shaping direction of Primary collections in line with the UCT Collections Stewardship policy, donations guidelines and current and emerging research requirements;</li> <li>• Engaging with current archival and digital library trends, developments, applications and emerging standards.</li> <li>• Establishing effective research driven digital preservation management in collaboration with Digital Library Services, Digital Scholarship and Scholarly Communication sections, thereby enabling the research data lifecycle;</li> <li>• In consultation with the Head of Special Collections, keeping the collection development guidelines relevant and developing workflows and procedures to manage primary collections in all formats;</li> <li>• Establishing benchmarks and monitors processing production against specific objectives;</li> <li>• In consultation with the Head: Special Collections identifying funding needs, formulating funding proposals and liaising with funding agencies;</li> <li>• Monitoring spending of any donated acquisition funding, and providing narrative and financial reports to funders;</li> <li>• Liaising with donors of primary materials, monitoring and managing donations and weeding;</li> <li>• Monitoring, analysing, and reporting on the use of digital collections.</li> </ul> | <ul style="list-style-type: none"> <li>• Unique research collections are collected, maintained and made accessible according to archival best practice;</li> <li>• Users have access to an increasingly rich array of up-to-date resources on Africa, to enable study and scholarship whenever and wherever information is needed;</li> <li>• UCT fulfills important Afropolitan, internationalization and research roles;</li> <li>• UCT increases its significance and visibility as a destination for scholarship on and about the African continent;</li> <li>• Donors understand UCT as an institution and its Libraries as a trusted repository and are willing to entrust their collections to UCT.</li> </ul> |

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| 2. | Manage and curate primary collections through research driven projects | 25% | <ul style="list-style-type: none"> <li>• Ensuring that all primary collections are maintained according to standardized ratified written agreement.</li> <li>• Defining intellectual arrangement and presentation of primary materials to provision research and teaching in an increasingly virtual environment;</li> <li>• Enhancing the visibility and promoting the use of primary collections in research driven projects that reflects primary collections of high quality in a context of critical evaluation;</li> <li>• Developing partnerships with academic departments which support and develop research driven projects and digital scholarship initiatives;</li> <li>• Maintaining and managing collections according to international standards.</li> </ul>   | <ul style="list-style-type: none"> <li>• UCT Libraries contributes significantly to UCT's presence in Africa-related scholarship and encourage research in primary materials of importance to African and South African heritage;</li> <li>• UCT libraries primary collections are widely known in the scholarly community and actively used as a source for research and collaboration;</li> <li>• Users are able to access the collections in ways which suit their use of evolving technologies and means of communication;</li> <li>• The University community and the broader public are encouraged to engage with unique primary collections of the UCT Libraries;</li> <li>• The University's focus on postgraduate research is supported.</li> </ul> |
| 3  | Operations Management  | 20% | <ul style="list-style-type: none"> <li>• Developing a data registry of existing repositories of primary collections and ensuring that appropriate scholarly links are developed and maintained with existing collections at UCT and in other institutions;</li> <li>• Ensuring the discoverability of digital library collections in web-based user interfaces and discovery platforms;</li> <li>• Developing UCT primary collections within a trusted repository framework;</li> <li>• In consultation with Head:Special Collections defining protocols and procedures to ensure that legal and ethical obligations of archival collections are met;</li> <li>• Continually assessing the quality of the user experience and support staff in use of reporting tools and business intelligence systems.</li> </ul> | <ul style="list-style-type: none"> <li>• Staff are well trained and equipped to meet the performance standard expected;</li> <li>• Positive working relationships;</li> <li>• Motivated staff;</li> <li>• UCT Libraries provide an environment conducive to study and research.</li> </ul>   |

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| 4 | Resource Management         | 10% | <ul style="list-style-type: none"> <li>• In collaboration with Special Collections managers, ensuring the supervision of library assistants, student assistants;</li> <li>• Managing staff within primary collections, developing performance standards and ensuring that performance review and performance management are carried out effectively;</li> <li>• Ensuring that building maintenance and IT issues are logged and following through on service delivery;</li> <li>• Maintaining and reporting regularly on processing and user statistics;</li> <li>• Assisting Head: Special Collections with appropriate training and development of professional and support staff in the department and of any staff outside of the department who undertake cataloguing and/or metadata activities;</li> <li>• Ensuring continuing professional development and the attendance of appropriate programmes, with particular emphasis on keeping abreast of new developments in applications and metadata tools in an academic/ research environment;</li> <li>• Implementing staff development according to the Libraries work-place skills plan that ensures the development of all staff within the section.</li> <li>• Contributing towards a friendly and helpful environment throughout the UCT Libraries.</li> </ul> | <ul style="list-style-type: none"> <li>• Valuable and unique material is preserved for scholarly use.</li> </ul>                         |
| 5 | Preservation of collections | 10% | <ul style="list-style-type: none"> <li>• Ensuring environmental conditions in which collections are stored are maintained, and undertaking measures to improve the preservation of primary collections;</li> <li>• Making appropriate choices about conservation strategies;</li> <li>• Ensuring that collections are properly housed in protective enclosures and shelved in order.</li> <li>• Managing the timeous order of preservation supplies, regular stock management and scheduled maintenance tasks;</li> <li>• Monitoring the work environment for any safety, health or environmental concerns, and reporting issues to the responsible SHE representative.</li> </ul>  | <ul style="list-style-type: none"> <li>• Projects are carried out within the time frames set and with the resources allocated</li> </ul> |

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| 6 | Project Management  | 10% | <ul style="list-style-type: none"> <li>Managing projects to ensure the integrity of all UCT collections with respect to international policies for standards, and for internal optimal access and retrieval.</li> </ul>   |  |
| 7 | Professional development  | 10% | <ul style="list-style-type: none"> <li>Ensuring that professional development and the attendance of appropriate programs by library staff continues;</li> <li>Communicating and driving the importance of libraries with faculties by playing an advocacy role;</li> <li>Providing feedback to faculties of new services available to them, and also articulating the faculty needs to the relevant librarians;</li> <li>Contributing to the advancement of the LIS and archival discipline.</li> </ul> | <ul style="list-style-type: none"> <li>Libraries and faculties have ongoing communication and a faculty-wide platform for discussing and resolving issues and coordinating planning with regard to needed library resources and services;</li> <li>Faculties understand library policies and practices and are able to make input into changes.</li> </ul> |
| 8 | Assist with other tasks as deemed necessary by the Line Manager |     |   |  |

**MINIMUM REQUIREMENTS**

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| Minimum qualifications                 | Appropriate University-based qualification at NQF Level 8. (PG Diploma Honours degree<br>4 Year Bachelor's degree) |  |
| Minimum experience<br>(type and years) | 5 years' experience in an academic archival environment.   |  |

**COMPETENCIES**

| Competence                            | Level | Competence                         | Level |
|---------------------------------------|-------|------------------------------------|-------|
| Professional knowledge and skill      | 2     | Strategic leadership               | 2     |
| Analytical thinking / Problem solving | 2     | Client/student service and support | 2     |
| Teamwork / collaboration              | 2     | Information management             | 2     |
| Research support skills               | 2     | Continuous learning                | 2     |