



Portsmouth History Centre Manager

Salary: Band: 11, £47,181 - £51,356 p.a.

37 hours per week

Location: Appointed to the City

The Service

Portsmouth City Council's archive services are delivered from Portsmouth History Centre (PHC) at the Central Library. We aim to inspire everyone to explore Portsmouth's archive heritage by collecting and preserving the records, stories, and collective memory of the people of Portsmouth, and enabling access to these records locally, nationally, and internationally.

To achieve this, we are working to ensure our collections:

- reflect all Portsmouth's communities
- information about our collections is accessible to everyone
- Portsmouth History Centre is a place where everyone is welcome
- We use every opportunity we can to reach our audiences.

This is an exciting opportunity to take this vision forward through a period of change, being part of the senior Library and Archive Service management team and reporting to the Library and Archive Service Manager.

What is the role?

Taking line management responsibility for a team of Modern and Historical Records Officers, apprentices and the PHC Learning and Outreach Officer, you will be responsible for the overall management, efficient operation and strategic development of the city's archive collections, including PHC and Southsea Archive Repository, ensuring services and collections are in accordance with the relevant national standards, legislation and additional policies agreed by Portsmouth City Council.

You will take responsibility for staff development in your team, including performance management and retention. With responsibility for the storage, documentation and conservation of the archive collections in both Central and Southsea Libraries, you will ensure the service meets the National Archives requirements to be recognised as a place of deposit for public records and as an accredited archive service.

You will liaise with other internal and outside organisations regarding the transfer of relevant documents to the archive and be responsible for copyright, reproduction issues and charges. You will represent the service to members and the Portfolio holder delivering reports as required and enable access to collections to a wide audience with particular emphasis on facilitating research, the provision of publicly available catalogues and developing digital access to the collections.

The postholder will undertake funding applications to support service development and participate in events and activities promoting the work of the archive and Portsmouth History Centre including delivering talks and workshops. As well as developing and participating in



professional networks in the sector you will develop and maintain policies, plans and procedures including those required for archive accreditation. You will be responsible for collecting, analysing and presenting data for KPI reporting and funding applications. You will ensure cash reconciliation and banking procedures relating to PHC are compliant with PCC Financial Regulations. You will participate in the training of staff and undertake your own personal training and development activities to ensure you are up to date with any changes to standards and legislation in the archives sector. You will uphold and embed PCC values and behaviours and ensure PCC Health and Safety and equal opportunity policies are adhered to and maintained. In addition, you will be flexible to the needs of the service as, on occasions, you may be required to work outside of normal working hours.

Who is the person?

You need:

1. To have a recognised professional qualification (archivist) and relevant experience in archive management
2. To have experience in the management and development of staff and be able to supervise and motivate a team.
3. To demonstrate an understanding of the importance of engaging local communities with the service, as well as engagement nationally and internationally.
4. To have experience of contributing to and delivering learning and access programmes.
5. To have experience of managing and delivering projects.
6. To have good communication, planning, reporting and funding application skills.
7. Some familiarity in principles and practice of digital preservation.
8. To be prepared to work flexible hours, including evenings and weekends as required by the needs of the service.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).