

JOB PROFILE

Position # 134277

TITLE: ARCHIVES MANAGER
SUPERVISOR TITLE: DIRECTOR OF ARCHIVES
SUPERVISOR POSITION #: 111175
DEPARTMENT: ARCHIVES
DIVISION: ARCHIVES, COLLECTIONS AND RESEARCH DIVISION

CLASSIFICATION: ARCH 27

CONTEXT

The Royal BC Museum is situated on the territories of the Lekwungen People, known today as the Songhees and Esquimalt First Nations.

The Royal BC Museum (RBCM) was established in 1886, making it one of the oldest continually operating museums in Canada. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of British Columbia, and provides for a dynamic forum for discussion and a place for cultural reflection.

The RBCM, which includes the provincial archives, is undergoing modernization. Modernization is a complex, transformational process that not only impacts the museum's physical presence and facilities, but also requires the museum team to undergo adaptive and technical organizational changes.

As an institution that encourages gathering, learning, critical thinking, self-reflection and thought-provoking experiences for people of all ages, modernization demands that the museum evolve and remain relevant to the communities it serves and in doing so, the team must embody and exemplify a commitment to:

- being accountable for our individual and collective learning and embracing informed, values-based ways of working that honours diversity, inclusivity, accessibility and equity such that this commitment is evident in our interactions and relations with one another internally, and also with visitors, the public, our industry and business partners, and our community stakeholders.
- being a place where diverse peoples and communities of British Columbia feel welcome in the museum and supported as they tell their truths and share the lived experiences of their current and past generations.
- honouring and presenting an authentic human history that represents a vibrant, diverse province that exists today, which is central to RBCM's transformation.
- Incorporating an informed and values-based adoption, dissemination and implementation of Truth and Reconciliation principles, DRIPA and the province's DRIPA Action Plan.
- being a centre of respectful, inclusive, self-motivated, team-focused collaboration.

RBCM has over 7 million objects and specimens and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. Through research, learning, outreach and community engagement, we strive to broaden understanding about our province and inspire curiosity and wonder.

DEPARTMENT OVERVIEW

The BC Archives is part of the Archives, Collections and Research division and works closely with peers to ensure the evidence and stories revealed in our documentary heritage are incorporated into Museum programming, exhibits, events and learning. The BC Archives is the provincial archives, and collectively we acquire, preserve and make publicly accessible the documentary heritage of the province, and provide physical and digital access to collections of historical photographs, documents, sound recordings, film, art, maps and publications.

Modernization is not confined to revitalizing and improving our physical collections space, the BC Archives is focused on our users and transforming our services to the public, as well as the development of a digitization and digital preservation strategy that will ensure we can continue to preserve and provide access to our collections for centuries to come. BC Archives is working to build strong, respectful relationships with BC communities, address our colonial legacy, and implement the Reconciliation Framework for Canadian Archives. We are committed to reconciliation-based and healing centered archival practice.

INSTITUTIONAL RESPONSIBILITIES

- Support the Museum's mission, vision, values and core commitment to being user-centred, supporting indigenous voices, and embedding institutional relevancy for the future.
- Contribute to and support the Museum's strategic plan, annual priorities and institutional initiatives such as diversity advancement.
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity and community engagement.
- Promote the museum's positive response to UNDRIP, TRC, DRIPA and the Task Force Report.

JOB OVERVIEW

The Archives Manager is responsible for providing expert knowledge about archival and other historical records in a variety of formats and strategies to gain access to their content. This position manages and coordinates the appraisal, acquisition, processing, arrangement and description of records, develops and maintains relevant policies, procedures and standards, as well as the creation of access tools that provide description and control of the historical and evidentiary record of British Columbia.

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The position plans and implements archives-related programs, projects and services focused on the acquisition, processing and description of the archives collection. This Archives Manager supervises and mentors a team of archivists. The position also creates and nurtures partnerships and community connections through active involvement with committees, conferences, presentations and other stakeholder events.

ACCOUNTABILITIES

Management:

- Manages and coordinates the appraisal, selection, acquisition, processing and description of non-government records of enduring value to the province, including born-digital records.
- Manages and coordinates the appraisal, processing and collections management of the Archival Library.
- Manages and coaches a professional staff group of archivists including assignment of work, development and evaluation of performance plans and approval of leave.

Operations:

- Continually monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these. Identifies new trends and possibilities for the archives collection; evaluates and coordinates long term planning for services across the BC Archives and makes recommendations to the Director.
- Identifies and liaises with potential donors of records and arranges, where appropriate, for the transfer of such material to the BC Archives; likewise, with the deaccession and transfer of records to other institutions. Implements a long-term plan for acquisitions, that intersects with the larger Royal BC Museum Collection Management Strategy.
- In collaboration with other teams, establishes and implements best practices for ingest, preservation and managing born-digital material.
- Leads as subject matter expert for private records-related projects, and provides authoritative expertise to staff, peers and archives-related organizations.
- Provides leadership and oversight on the implementation of the Freedom of Information and Protection of Privacy Act, Personal Information Protection Act and Copyright Act as they relate to private archival records.
- Participates in special projects, project management, supervision and training.
- Creates, maintains and evaluates unit descriptive and processing procedures, standards and protocols.

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- Reports and presents on departmental plans and projects.
- Manages and undertakes intellectual and physical control of and access to archival holdings by conducting original research and documenting the contents and context of archival records (arrangement and description), ultimately creating descriptive systems and tools that comply with provincial, national and international standards and conventions.
- Conducts extensive original research both as an integral part of the acquisition and processing of records and the provision of reference and information services as well as for the purpose of publication.

Industry Relations:

- Leads as subject matter expert for BC Archives-related projects and provides authoritative expertise to community groups, local, regional and national bodies.
- Proactively engages the community and partners regarding BC Archives programs and services, develops new strategic partnerships and productive relationships with key external stakeholders and partners.
- Keeps informed on advancements and changes in the archives field through active participation in archives-related professional organizations.
- Keeps current on trends, standards and technologies that will impact archival work and the future of the archives.

JOB REQUIREMENTS

Candidates are initially assessed on the Education and Experience criteria. Those who meet these criteria will be invited to demonstrate their skills, abilities and behavioral competencies through various assessment methods.

Education and Experience Master's degree in Archival Studies or Library & Information Science with a specialty in archives. OR an equivalent combination of related experience, education and/or training.

Related experience includes:

Working in a GLAM institution, a government ministry, or in a community organization, such a cultural centre or Indigenous government office, in a role related to archives, library/information science, records management, cultural heritage, or traditional knowledge.

- Minimum three years' experience working in an archival institution
- Minimum two years' experience leading and mentoring results-based work teams
- Experience leading projects

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Preference may be given to applicants with:

- Experience with budget management
- Experience providing advice on privacy and access issues.

Knowledge, Skills and Abilities

- Knowledge of the Freedom of Information and Protection of Privacy Act, the Information Management Act, the Personal Information Protection Act, the Copyright Act and associated policies and procedures relating to the general principals of access and privacy as they apply to the provincial context.
- Demonstrated understanding of issues related to both digitized and born-digital formats, media, and migration.
- A strong understanding of current and potential future trends for archives and how to incorporate them into planning.
- Knowledge of the Declaration on the Rights of Indigenous Peoples in BC Act (DRIPA), the First Nations Information Governance Centre's principles of Ownership, Control, Access and Possession (OCAP®), a Reconciliation Framework for Canadian Archives and the Truth and Reconciliation Commission Final Report – Calls to Action, is an asset.
- Negotiation, mediation and conflict resolution skills
- Ability to provide briefings, oral and written, to peers, stakeholders and management
- Ability to mentor, motivate and manage staff and fosters an environment of collaboration
- Ability to prioritize and complete own work assignments under tight deadlines, including assignments involving complex issues and multiple third parties
- Demonstrated ability to work collaboratively with peers and staff to achieve goals

PROVISO:

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the organization **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

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BEHAVIOURAL COMPETENCIES

- **Change management** - is the ability to support a change initiative that has been mandated within the organization. It involves helping the organization's members understand what the change means to them and providing the ongoing guidance and support that will maintain enthusiasm and commitment to the change process.
- **Developing Others** - involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring.
- **Holding People Accountable** - setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.
- **Innovation** - indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.
- **Leadership** - implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority.
- **Planning, Organizing and Co-ordinating** - Planning, organizing and coordinating involves proactively planning, establishing priorities and allocating resources. It's expressed by developing and implementing increasingly complex plans.

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