

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-NEW	Archivist	Territorial Archivist 08-09908	08502-01-2-235-0850020-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		Heritage (08500-01)	Iqaluit	Qikiqtaaluk

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>Reporting to the Territorial Archivist, the Archivist is responsible for the preservation and accessibility of departmental and agency records transferred to the Archives Program, as well as the acquisition and safe keeping of non-government created archives of historical significance to Nunavut; in all formats and media for the above.</p> <p>The position contributes to the planning and strategic priorities of both main services and supports the development and enrichment of the territorial archival community in Nunavut through the provision of outreach and support services in the common aim of preserving Nunavut's documented heritage.</p> <p>This position is wanted for its potential contribution to the creation and implementation of policies with the object of ensuring the long-term preservation and accessibility by both public and internally.</p>

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
<p>The Archivist operates within the scope of the <i>Archives Act</i>, <i>Archives Act Regulations</i>, the <i>Access to Information and Protection of Privacy Act</i>, federal copyright law as well as Inuit traditional values including <i>Inuit Qaujimajatuqangit</i> in public service.</p> <p>The Archivist ensures that archival practices adhere to the Archives Policy as well as national and institutional archival rules, ethics and procedures.</p> <p>The position advises departments, agencies and boards, on the appraisal and identification of archival records as part of the Government's records management system.</p> <p>The position assists members of the public to identify archival material of significance and provides outreach and occasional training to the community including regional heritage centres to ensure the protection of documentary</p>

heritage.

The decisions made by the Archivist impacts the residents of Nunavut, Nunavut Inuit, heritage organizations, genealogists, the public at-large as well as Government of Nunavut Programs.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Advises and assists GN departments, boards, and agencies on the interpretation of the Archives Acts and policies.

- ◆ Meets with GN program staff and program managers.
- ◆ Reviews and appraises GN programs to select records worthy of permanent retention.
- ◆ Conducts research and prepares reports on the history, functions and records management practices of government programs.
- ◆ Works with departments to develop Record Disposition Authorities in order to ensure timely transfer of records to the Archives and compliance with appropriate legislation.
- ◆ Prepares recommendations on the disposition of recorded information by ministries and other government bodies by researching and evaluating government accountability.
- ◆ Appraises government records for selection and de-accessioning, and implements appraisal decisions.

Manages the appraisal, arrangement, and description of the holdings of the Nunavut Archives.

- ◆ Analyzes and interprets legislation, archival theory and general professional guidelines in order to establish institutional policies and procedures.
- ◆ Appraises the value of recorded information from private sources in accordance with established archival practice.
- ◆ Enforces institutional policies and procedures to ensure activities are completed in accordance with professionally accepted principles.
- ◆ Maintains descriptive and administrative controls according to professional standards and practices such as detailed in the rules for Archival Description.
- ◆ Manages the storage facilities of the Nunavut Archives to ensure that records do not get mislead or become lost.
- ◆ Participates in preventative conservation activities including, environmental controls, integrated pest management and holdings maintenance as needed.
- ◆ Updates and maintains current database of holdings.
- ◆ Advises the Territorial Archivist on information management systems including researching appropriate software options.
- ◆ In consultation with the Conservation program, implements the preservation guidelines and recommends the priorities and objectives of the preservation plan.

Arranges and describes recorded information

- ◆ Accessions archival information to established standards.
- ◆ Creates findings aids, guides to the holdings and descriptive inventories to established professional standards.

- ◆ Analyzes and develops methods of arrangement based on established archival practice.
- ◆ Appraises selects, arranges, and describes recorded information to appropriate levels.
- ◆ Prepares descriptive information for dissemination.

Reference service

- ◆ Liaisons between the researching public and Nunavut Archives Program holdings
- ◆ Assist in searches, take direction from multiple sources with consistency and accuracy.
- ◆ Manage and update research finding aids and searchable databases,

Provides public relations and outreach services

- ◆ Provides professional archival advice to other institutions as requested.
- ◆ Travels to communities and works directly with staff of various cultural agencies to provide advice and training on community based archival and heritage programs.
- ◆ Participates in internal/external meetings, training sessions, task forces and/or committees.
- ◆ Researches and prepares public exhibits of archival records.
- ◆ Delivers tours of the archives to student groups, dignitaries, and other interested parties.

This position is considered to be a highly sensitive position.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge:

- ◆ Requires a thorough knowledge of the Nunavut Archives Act and related protocols.
- ◆ Requires a knowledge of archival theories, principles, and standard practices.
- ◆ Requires a thorough knowledge of national and international archival codes of conduct and principle of access.
- ◆ Requires a thorough knowledge of the workings and history of the Government of Nunavut.
- ◆ Requires a thorough knowledge of the history and geography of Nunavut.
- ◆ Appreciation of traditional values, including *Inuit Qaujimajatuqangit* public service applications
- ◆ Requires comprehensive knowledge information management including, software and hardware solutions and current practices of the archival community.
- ◆ An understanding of deterioration of archival materials.

Skills:

- ◆ Professional organizational, research and analytical skills.
- ◆ Excellent written and verbal communication skills.
- ◆ Appropriate interpersonal skills when dealing with researchers.
- ◆ General computer literacy

Abilities:

- ◆ The ability to work cooperatively.

- ◆ The ability to lead in a team environment.
- ◆ The ability to set and adjust priorities.
- ◆ The ability to work with confidential material and client confidentiality.
- ◆ Recognize distinctions between regions and language
- ◆ To distinguish the priorities of senior management, Inuit birth right corporations and community leadership alike.

These skills and knowledge are normally acquired through:

- ◆ A Bachelors Degree program in Arts and Social Sciences with a minimum of three (3) years work experience in archives.

An acceptable combination of education and related work experience may be considered in lieu of formal education requirements.

Assets:

- ◆ Masters' Degree program in Archival Studies
- ◆ A diploma in Records Management is considered an asset.
- ◆ A certificate in Enterprise Information Management is considered an asset.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- ◆ The incumbent is expected to be able to lift heavy and/or awkward boxes of records. Boxes of records must be retrieved for researchers and stored on shelving. These tasks occur several times daily.
- ◆ Capacity to move tangible archives in crates and boxes, a frequent occurrence in warehouse settings

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements, and conditions that increase the risk of accident, ill health, or physical discomfort.

- ◆ At times this incumbent may be exposed to mouldy and dusty materials, which have the potential to

- create respiratory discomfort and/or other health hazards.
- ◆ May be required to function alone in a warehouse settings and in isolated communities.
- ◆ Shipping, transporting, and duty travel is prone to disruption from external causes faced by the airlines.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing, and judge speed and accuracy. It may include concentrated levels of attention to details though one or more senses.

- ◆ Close attention to minute detail is required. This may cause eyestrain and headaches.
- ◆ Moderate concentration of two or more senses will be used where the senses of smell, touch and sight will be used in order to determine the condition of records, and detect deterioration (e.g. vinegar syndrome, mould, etc...).

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- ◆ The incumbent can expect stressful situations when dealing with the public, managing multiple requests simultaneously and meeting deadlines.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Minister</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

9. Appendix

Position	Community	Supervising	Distribution Code

To be updated