

Update

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Provincial Archives of Alberta (PAA) is the primary repository for textual, audiovisual, photographic and other archival records, acquired from both the Government of Alberta (GOA) and private individuals and organizations. Located in Edmonton, reporting to the Managers of Government and Private Records and Director of Access and Conservation Services, and working as part of the PAA team, the Archivist acquires, arranges, describes, preserves and makes available records that have enduring historical,

evidential, legal and financial value (i.e., archival value) to the people and Government of Alberta, thereby developing the PAA's holdings (the holdings). The Archivist applies their expertise and adheres to both provincial legislation and national and international professional standards to safeguard records that provide evidence of the activities of the Government of Alberta and its citizens, making them available to stakeholders in perpetuity. The job exists to support fulfilment of the PAA's legislated mandate knowledgeably, appropriately and effectively.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

ACQUIRE - Draws on extensive knowledge of archival studies to acquire records of enduring value in order to identify and preserve the documentary heritage of the province. This includes both government records, received from Government of Alberta ministries, and private records, received from individuals, organizations, businesses, municipalities, etc., regardless of media format.

-Appraises government and private records to determine which records should be recommended for permanent preservation. Appraisal involves systematically researching the record creator and assessing the records themselves in order to determine their archival value and ultimately their acquisition by the PAA.

-Utilizes theoretical and technical knowledge to identify records in all formats, distinguish between originals and copies and verify that the records are authentic and unique for addition to the holdings.

-Applies knowledge of provincial legislation, organizational structure and business practices to advise Government of Alberta records staff on records management issues, archival concerns and record transfers, as legislated.

-Guides members of the public through the record donation process, advising them on the legal transfer of ownership and tax receipt process and negotiating access and use conditions.

-Works with supervisor to coordinate the tax receipt process required for private donations of historically significant records.

-Establishes intellectual control of the records according to national archival standards to uphold the credibility and authenticity of the holdings.

PRESERVE - Supports the mission of the PAA by overseeing the physical control and permanent preservation of archival records.

-Provides instruction and advice to members of the public on the proper care, handling and use of records of all media to ensure their long-term viability.

-As required, in conjunction with the conservator, performs task supervision of the preservation activities of archival technicians, volunteers, contractors and interns.

-Balances preservation needs against use and value priorities to recommend if donations are suitable for acquisition in their current physical state.

-Preserves original order, physical organization and authenticity of the records.

-Captures context of how and when records were created, who or what entity created them and their historical background, retaining that metadata of the holdings.

-In conjunction with the conservator, examines the records and uses technical knowledge to identify formats and determine specific care and storage requirements.

MAKE AVAILABLE - Establishes intellectual control of the records according to national archival standards to ensure the Branch meets legislative requirements.

-Conducts extensive research to determine the provenance, arrangement, composition, scope,

content and internal and external relationships of the records and records creators.

- Prepares detailed descriptions about the structure, function and content of the records and records creators to determine subject headings and develop access points for the records.
- Guides and assists researchers from the Government of Alberta, other government bodies and the public to provide access to the holdings and advise them with respect to federal and provincial acts and regulations, including access and privacy legislation as well as federal use and copyright legislation.
- Consults on national and provincial descriptive standards initiatives and develops institutional standards to align with current archival best practices.
- Applies archival and technical skills and theory to organize, intellectually arrange and populate digital resources to make institutional knowledge and resources available to and accessible by stakeholders through online and internal systems.
- Participates in and supports the planning, coordinating and presenting of educational programs, special events, conference sessions and exhibits to promote appreciation for Alberta's documentary heritage, historical resources and culture.
- Contributes to the development and implementation of policies, procedures, briefings and grant proposals for a variety of special projects and shares in related task supervision of contractors, volunteers, interns and summer staff.
- Supports the conceptualization, development and implementation of exhibits and events in conjunction with PAA colleagues, other departments and/or stakeholders to increase the profile of the PAA.
- Provides archival education and promotes archival literacy by engaging with the public, conducting workshops, giving presentations, teaching at post-secondary institutions and publishing.
- Participates in provincial and national associations, advisory boards and cross-government initiatives to foster partnerships with various stakeholder groups.
- Provides professional advice to government bodies, archival professionals and other provincial, national and international archival institutions.
- Interprets and communicates legislation to stakeholders to promote their understanding and utilization of archival records.
- Develops content for the PAA's social media presence and like blog posts.

OTHER DUTIES

- Attends regular section and branch meetings.
- On a rotational basis with other permanent staff, participates on the Workplace Health & Safety Committee as an employee representative to address associated issues and their impact on the workplace.

Problem Solving

Typical problems solved:

- The Archivist must differentiate between records of archival value and records with no archival value to make recommendations about acquisitions.
- In conjunction with the conservator, the Archivist must identify physical preservation concerns of records in a variety of media.
- The Archivist must convey the structure, context, function and content of records to a diverse audience.
- The Archivist must research and answer unique reference questions of varying complexity and urgency from the public and from within the Government of Alberta.

- In working with the public and other government offices, the Archivist regularly encounters situations requiring delicacy, conflict resolution, negotiation and communication skills.
- The Archivist must be able to interpret a wide variety of legislation.
- The Archivist is often called upon to confer and advise on provincial, national and international archival and information management strategies and policies; collaborate with stakeholders on a variety of projects; provide direction on cross-government initiatives; and, assume a leadership role in provincial and national professional organizations.

Types of guidance available for problem solving:

Conferring with supervisor and/or colleagues as required, the Archivist must understand and be able to interpret and apply:

- Provincial legislation such as the Historical Resources Act, the Government Organization Act with its Records Management Regulation, and the Freedom of Information and Protection of Privacy Act.
- Federal legislation such as the Copyright Act and the Cultural Property Export and Import Act.
- Approved policies and procedures as defined in the Provincial Archives of Alberta Operations Manual and Heritage Division Collections Management Policy.
- Standards for preservation and description established by professional associations.
- Feedback from internal and external communities of practice and support.

Direct or indirect impacts of decisions:

The Archivist ensures that:

- Records of ongoing value are acquired, arranged, described, preserved and made available for community research, genealogy, academic study and government operational purposes as well as furthering Government of Alberta accountability and transparency.
- Records without ongoing value are identified and destroyed within a legislated framework, reducing Government of Alberta liability and effectively using resources.
- Researchers are able to locate records for research and litigation purposes, and access information under the Freedom of Information and Protection of Privacy Act.
- Members of the public are more aware of the history of Alberta and the holdings through exhibits, public programming, publications and research.

Key Relationships

Major stakeholders and purpose of interactions:

INTERNAL

Directors of Collections Management and Access and Conservation Services, and Managers of Government Records and Private Records: Reports to Directors and Managers and provides recommendations for acquisitions, accessibility and preservation of records.

Professional, Technical and Administrative staff at the PAA: Participates on projects and problem solving, lends expertise and educates on processes, theory and strategy of archival and records and information management practices to contribute to a positive, efficient and team-oriented workplace.

EXTERNAL

Government of Alberta employees: Shares in the development of records and information management processes and records retention and disposition schedules, ensures the correct application of a schedule to enable transfer of records to the PAA, and provides reference services

to support Government of Alberta ministries and agencies, boards and commissions.

The public and donors: Serves the public by educating and assisting them in their research, facilitates access to records, provides context, identifies additional resources and advises of legislation and restrictions on records to advance their knowledge, understanding and use of archival holdings and contribute to a positive research experience; initiates or welcomes contact, guides and educates donors on the donation process, negotiates transfer and restrictions, interviews on the contents and significance of the records, and communicates updates so they have an agreeable experience and feel confident that their donation is in capable hands.

Volunteers: Provides direction, guidance and advice regarding the preventive preservation of records.

Other Archivists and Archives - Advises/confers on processes, procedures, applications and best practices; collaborates on research and presentations; and, provides expertise on applying legislation and theory to advance the profession.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Other		

If other, specify:

Archival Studies, Library and Information Studies, History, or related discipline.

Job-specific experience, technical competencies, certification and/or training:

- Provides theoretically expert advice and guidance pertaining to the acquisition, arrangement and description, preservation and access of archival information resources for government and public use.
- Knowledge of issues, trends, legislation, standards, policies, procedures and research in archives, records and information management required for reviewing information requirements, appraising records, developing processes, identifying available resources and educating on their use and limitations.
- Comprehension and proven skills in the interpretation and application of legislation to work within the management and operational framework of the PAA. Legislation includes, but may not be limited to, the Historical Resources Act, Government Organization Act with its Records Management Regulation, Freedom of Information and Protection of Privacy Act and federal Copyright Act.
- Understanding of information technologies and systems, including standards and trends in electronic recordkeeping and digital preservation, and the ability to develop and adapt to new technologies and systems.
- Excellent communication, analytical and research skills, as well as knowledge of the disciplines that utilize archival sources, to apply expertise in reference interactions with stakeholders by matching service delivery with stakeholder literacy levels and needs, sharing research techniques, strategies and trends and contributing to systems and databases that enhance service in a professional and confidential manner.
- Awareness of the history, political climate and social context in which records were created, as well as current contextual and legal developments related to the holdings and archives elsewhere, to provide perspective on records and records creators, sensitively facilitate stakeholder experiences and document the past by conducting research projects, developing publications and guides and showcasing underused records.
- Diverse teaching and interpersonal skills to task supervise and motivate staff, interns and volunteers while creating collaborative working relationships, as well as to liaise with members of the public, outside organizations and other stakeholders and to develop internal and external educational resources and sessions.
- Experience with business, strategic and project planning within a team environment and individually

as the work environment prescribes, including a strong aptitude for independent decision-making and for acting with initiative, to work efficiently on multiple assignments concurrently as deadlines, benchmarks and issues dictate, by managing tasks and workloads as required.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> Plans for how current situation is affected by broader trends Integrates issues, political environment and risks when considering possible actions Supports organization vision and goals through strategy Addresses behaviours that challenge progress 	<p>The Archivist analyses and considers the long-term archival value of government and private records retained for permanent preservation with the immediate impact on the diversity of the holdings, political sensitivities and emerging information technologies. The appraisal recommendations have a short-, medium- and long-term effect on the holdings, building, information management system and direction of the organization. The Archivist works with minimal supervision and their work aids and informs management decisions.</p>
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> Creates impactful relationships with the right people Ensures needs of varying groups are represented Goes beyond to meet stakeholder needs Ensures all needs are heard and understood 	<p>The Archivist works with managers/supervisors to identify stakeholder groups that are underrepresented or underserved and initiates or welcomes relationships that foster trust and understanding. This is done to encourage donations of rare and niche records as well as to create a welcoming environment for research and learning to create holdings representative and inclusive of all Albertans and the Government of Alberta.</p>

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>As directed, the Archivist develops and implements events, sessions, tours and exhibits for the public and Government, offering opportunities to learn and to share ideas and experiences related to the holdings and the goal of the Heritage Division to promote the exploration of Alberta's history. These unique opportunities bring diverse perspectives together in a supportive environment to collectively share and connect new concepts while furthering their sense of identity and building new relationships beyond the PAA.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	<p>The Archivist stays well-informed of developments in archives, history, records and information management and research, and uses their knowledge to educate various groups and staff through formal sessions, conferences, the donation process and reference services. This continuous work is to maximize stakeholder use and appreciation for the PAA, ultimately allowing stakeholders to become self-sufficient in their engagement with original records research, the lifecycle of the record and archives in general.</p>

<p>Creative Problem Solving</p>	<p>○ ○ ○ ● ○</p>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>The Archivist assesses questions from a wide audience, employing multiple analytical techniques and requiring resourceful solutions. They determine a research strategy, review numerous sources for relevant information and consult with experts, synthesizing a factually accurate response appropriate to the researcher's needs. To ensure a safe environment for research, the Archivist must continuously engage with their colleagues and all stakeholder groups to stay aware of issues and trends and respond to the changing informational needs and priorities of the public. This work often necessitates the creation of new and unique research solutions and reference resources designed to assist the public in the future and to continue meaningful access to the holdings. In working with the public and government bodies, the Archivist regularly encounters situations requiring delicacy, conflict resolution and both negotiation and communication skills.</p>
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Head Librarian - 024PS55
 FOIPP Access and Privacy Advisor - 024PS68

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature