



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Senior Archivist	
Position Number	Community	Division/Region
71-10143	Yellowknife	Culture and Heritage/HQ

## **PURPOSE OF THE POSITION**

The Senior Archivist is responsible for the holdings management for archival records for the government portfolios as assigned by the Territorial Archivist and for records acquired from the private sector. The Senior Archivist ensures that documents of significance to the history of the NWT and its people are protected, preserved and made available to the public.

## **SCOPE**

Located at the Prince of Wales Northern Heritage Centre (PWNHC) in Yellowknife, the Senior Archivist reports to the Territorial Archivist. The Senior Archivist is responsible for the establishment and implementation of institutional policies and procedures related to holdings management to ensure their long-term preservation and accessibility.

This position operates within the scope of the Northwest Territories (NWT) legislation: *Archives Act*, *Access to Information and Protection of Privacy Act*, and copyright legislation, and carries out activities in accordance with professional standards, and institutional policies to ensure the long-term preservation of archival holdings and their accessibility by the public..

The Senior Archivist directly supervises archivist positions and is responsible to ensure that archival practices are employed by staff in accordance with relevant legislation, and national and institutional archival rules and procedures.

The Senior Archivist advises Government of the Northwest Territories (GNWT) departments, boards and agencies on the appraisal and identification of archival records as part of the GNWT records management system. The Senior Archivist participates in the government accountability framework by ensuring that records documenting the actions and policies of the GNWT are identified, preserved, and made accessible to the public.



The decisions made by the Senior Archivist impact the citizens of the NWT, Indigenous and heritage organizations of the NWT, researchers, GNWT employees and programs.

The Senior Archivist's work requires a high degree of concentration. Much of the work involves complex procedures that require accurate and consistent attention to detail.

## **RESPONSIBILITIES**

**1. Advises and assists GNWT departments, boards, and agencies on the interpretation of the *Archives Act* and policies.**

- Meets with GNWT program staff and program managers.
- Reviews and appraises GNWT 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 Records Disposition Authorities to ensure timely transfer of records to the Archives and compliance with appropriate legislation.
- Prepares recommendations on the disposition of recorded information by departments and other government bodies by researching and evaluating government records.
- Reviews Records Disposition Authorities to ensure government accountability is protected.
- Reviews appraisal reports written by subordinate staff.
- Appraises government records for selection and de-accessioning and implements appraisal decisions.

**2. Manages collection management activities for the holdings of the NWT Archives.**

- Analyzes and interprets legislation, archival theory and general professional guidelines in order to establish institutional policies and procedures.
- Reviews and appraises records of all formats to select those worthy of permanent retention.
- Manages permanent and casual staff, interns and volunteers including hiring, creation and monitoring of work plans, creation of training and staff development plans, discipline, and performance appraisals.
- Enforces institutional policies and procedures to ensure activities are completed in accordance with professionally accepted principles.
- Writes reports to senior management on the management of the holdings of the Archives.
- Maintains descriptive and administrative controls according to institutional and professional standards and practices such as detailed in the Rules for Archival Description.



- Manages the storage facilities of the NWT Archives to ensure that records and materials do not get mislaid or become lost.
- Participates in preventive conservation activities including environmental controls, integrated pest management and holdings maintenance.
- Monitors the physical state of recorded information and provides for its 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 preservation guidelines and recommends the priorities and objectives of preservation plans.

**3. Arranges and describes recorded information.**

- Accessions archival information to established standards.
- Creates finding aids, guides to the holdings and descriptive inventories to established institutional and 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.

**4. Provides public reference services to NWT Archives holdings.**

- Serves the public in the Archives Reading Room.
- Greets members of the public and GNWT staff.
- Conducts interviews with researchers.
- Analyzes complex inquiries and provides expert consultation.
- Assists with identifying appropriate archival information.
- Instructs researchers in the use of archival tools.
- Invigilates the Archives Reading Room.
- Assists researchers with the handling of records, including oversized or awkward records.
- Enforces institutional policies on:
  - Proper handling of archival records;
  - *Access to Information and Protection of Privacy Act*;
  - *Archives Act*;
  - Copyright legislation.
- Retrieves archival and library materials for GNWT staff and members of the public.
- Manages the circulation of archival materials required for research.
- Registers research requests and public orders.
- Processes payments (credit or debit card payments).
- Monitors agreements between researchers and the NWT Archives.



**5. 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 support on community based archival and heritage programs.
- Participates in or leads 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.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

The incumbent may be exposed to high frequency sounds while operating digitization equipment. At times the incumbent may be exposed to moldy and dusty materials.

**Sensory Demands**

Work activities involve a need to use multiple senses to determine the condition of archival objects, and detect deterioration (e.g. vinegar syndrome, mold, etc.).

**Mental Demands**

No unusual demands.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and/or the ability to acquire knowledge of the NWT *Archives Act*.
- Knowledge and understanding of archival theories, principles and standard practices.
- Knowledge and understanding of federal and territorial legislation relevant to the management of information and records including *Access to Information and Protection of Privacy Act*, and copyright legislation.
- Knowledge of national/international archival codes of conduct and principles of access.
- Knowledge of national and international standards related to the description and management of archival information.
- Knowledge of the preservation and deterioration of archival materials.
- Knowledge of information management including software and hardware solutions and current practices of the archival community, including cataloguing skills.
- Organizational skills and the ability to set and adjust priorities.



- Research, problem solving, and analysis skills.
- Written and verbal communication skills.
- Human resource management skills, including the ability to instruct and direct work of subordinate staff; ability to lead in a team and cross-cultural environment.
- Ability to acquire and apply knowledge of the role of government; its structure and general operating principles; the history and workings of the GNWT; and the history and geography of the NWT.
- Ability to work cooperatively.
- Ability to work with confidential material and to maintain client confidentiality.
- Ability to work, adapt and learn in an environment of changing technology.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A Masters' Degree program in Archival Studies and three (3) years of relevant work experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security**

No criminal records check required  
 Position of Trust – criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)   
 French preferred

**Indigenous language: Select language**

Required  Preferred