



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Territorial Archivist	
Position Number	Community	Division/Region
71-3789	Yellowknife	Culture and Heritage/HQ

PURPOSE OF THE POSITION

The Territorial Archivist is responsible for the fulfillment of the Government of the Northwest Territories (GNWT) responsibilities as stipulated in the *Archives Act*. The Territorial Archivist ensures the identification and ongoing accessibility of the official, permanent record of the GNWT as well as records relating to the history of the Northwest Territories.

SCOPE

Located at the Prince of Wales Northern Heritage Centre (PWNHC) in Yellowknife, the Territorial Archivist reports to the Director, Culture and Heritage and is responsible for the provisions of the *Archives Act*. In doing so the position is responsible for the acquisition, appraisal, selection, preservation, and management of the archival records of the GNWT. The Territorial Archivist controls access to all documents held by the NWT Archives, and provides leadership in the archival community to ensure the protection of archival material of historic significance to the NWT.

The Territorial Archivist works within the scope of Access to Information and Protection of Privacy legislation and copyright legislation including the NWT *Archives Act*, *Access to Information and Protection of Privacy Act*, and copyright legislation.

This position provides analysis and interpretation of legislation, archival theory and general professional guidelines in order to establish policies and procedures relevant to the management and preservation of the archival collection. The Territorial Archivist authorizes the disposition, either through transfer to the NWT Archives or destruction, of the records of all government departments, boards, and agencies. This ensures the government's ability to provide the citizens of the NWT with a transparent method of accountability for its decisions and actions.



The Territorial Archivist oversees 5+ indeterminate staff and ensures the permanent preservation of the archival collection. The annual budget of the Archives with salaries and O&M approximates \$1M.

The incumbent will be required to monitor compliance of public servants and departments in following the provisions of the *Archives Act*. The decisions made by the Territorial Archivist impact the citizens of the NWT, Indigenous and heritage organizations of the NWT, southern researchers, as well as GNWT employees and programs.

The incumbent will sometimes encounter unpleasant situations while dealing with the members of the public who may have unrealistic demands.

RESPONSIBILITIES

1. Implements the provisions of the *Archives Act*.

- Advises all departments and government agencies on the interpretation of the *Archives Act*.
- Works with all departments of the GNWT to develop records schedules in order to ensure timely transfer of records to the Archives and compliance with appropriate legislation.
- Approves Record Disposition Authorities for all GNWT departments to ensure government accountability is protected.
- Provides written authorization to all government bodies (as defined in the *Archives Act*) for the destruction of any public record or transfer of any public record to any non-government agency.
- Reviews and appraises records of all formats to select those worthy of permanent retention.
- Ensures the long-term preservation of the archival holdings.
- Negotiates and enters into agreements with private citizens and NGOs for the donation of archival records to GNWT.

2. Manages the Archival Program of the GNWT.

- Establishes program priorities and objectives for Business Plan, Main Estimates, Strategic Plan and other planning and organizational activities and reports on status of program initiatives.
- Administers the annual budget and project funds.
- 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.
- Prepares proposals for third party funding.



- In consultation with the Conservation program establishes preservation guidelines and establishes the priorities and objectives of preservation plans.
- Administers contracts as required.
- Enforces institutional policies and procedures to ensure activities are completed in accordance with professionally accepted principles and standards.
- Represents the interests of the GNWT at a federal, provincial, and territorial level.
- Trains and assists staff in the analysis and interpretation of archival theories and principles in order to ensure that the activities of the NWT Archives are completed in a professionally accepted fashion.
- Liaises with other programs within the Culture and Heritage division.

3. Manages collection management activities for the holdings of the NWT Archives.

- Researches, identifies, and appraises the historic record of the NWT.
- Conducts negotiations and enters into agreements with individuals and organizations for the acquisition of records of historic significance.
- Provides access to the holdings of the NWT Archives by the support of finding aids, guides to the holdings, descriptive inventories and online catalog.
- Develops and maintains an electronic service model for the delivery of Archives services.
- Manages the storage facilities of the NWT Archives to ensure that records and materials do not get mislaid or become lost.
- Develops preservation guidelines and goals in consultation with the Conservation program and identifies the priorities and objectives of preservation plans.
- Manages preventive conservation activities including environmental controls, integrated pest management and holdings maintenance.

4. Manages research, public relations, and outreach services.

- Ensures that the NWT Archives and its patrons adhere to relevant legislation including copyright legislation and Access to Information and Protection of Privacy Legislation.
- Negotiates and enters into agreements with members of the public and Non-Governmental Organizations related to access and use of archival records.
- Delivers tours of the archives to student groups, dignitaries, and other interested parties.
- Provides leadership to NWT's archival community (including museums and Indigenous organizations) by facilitating training for capacity development, coordinating collection mandates, and leading shared initiatives.
- Provides advice and support to community based archival and heritage programs. The incumbent is expected to travel to communities and work directly with staff of various cultural agencies.
- Directs the research and delivery of all public exhibits of archival records.



WORKING CONDITIONS

Physical Demands

The incumbent may be required to lift heavy and/or awkward boxes of records and equipment several times daily.

Environmental Conditions

At times the incumbent may be exposed to moldy and dusty materials.

Sensory Demands

On a daily basis the incumbent will use multiple senses to determine the condition of records, and detect deterioration (eg. vinegar syndrome, mold, etc.)

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the *NWT Archives Act*.
- Knowledge of archival theories, principles, and standard practices.
- Knowledge and understanding of Federal, Territorial legislation relevant to the management of information and records including *Access to Information and Protection of Privacy Acts* (ATIPPA), and Copyright legislation.
- Knowledge of national and international standards related to the description and management of archival information.
- Knowledge of national and international archival codes of conduct and principles of access.
- Knowledge and understanding of deterioration of archival materials.
- Knowledge and understanding of preservation of archival materials.
- Knowledge of and/or the ability to acquire and apply knowledge of the role of the GNWT; its structure and general operating principles.
- Knowledge of the concepts and related issues of accountability in public institutions.
- Knowledge of and/or the ability to acquire knowledge of the workings and history of the GNWT, as well as the history and geography of the NWT.
- Knowledge of information management including software and hardware solutions and current practices of the archival community.
- Organizational skills, writing, verbal, problem solving skills.
- Human resources, supervisory/management skills.
- Research and analysis, cataloguing, and negotiation skills.
- Ability to define strategic objectives, develop strategic plans and implement solutions.



- Ability to work cooperatively, with tact and diplomacy, and lead in a team environment.
- Ability to maintain client confidentiality and work with confidential material.
- Ability to instruct and direct subordinate staff.
- Ability to interpret and analyze archival theories and principles.
- 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 an Archival Studies or related discipline and five (5) years of relevant work experience including one (1) year of supervisory, or team lead 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