

The **Royal BC Museum** sits on the Traditional Territory of the Lekwungen (Songhees) and Xwsepsum (Esquimalt) Peoples. The museum and archives explore the province's human history and natural history, advances new knowledge and understanding of BC, and provides a dynamic forum for discussion and a place for reflection. The Royal BC Museum celebrates culture and history, telling the stories of BC in ways that enlighten, stimulate and inspire. The museum is a hub of community connections in BC.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer please advise Human Resources if any accommodations are required to assist you to ensure equitable participation in this hiring process.



CAREER OPPORTUNITY

Archivist, Government Records, Full Time

Salary: \$66,557.72 to \$75,884.38, based on experience
Royal British Columbia Museum

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.

The Archives department, is responsible for the BC Archives, physical and digital access to archival collections, and preservation and conservation services for the Royal BC Museum. The mandate of the Government Records section is to ensure that the historical records of the province, including the archives of the provincial government, are preserved, managed and made permanently available, usable and authentic in accordance with accepted legal, scientific and archival standards, and to disseminate information about the collection by the best means available.

Reporting to the Government Records Manager, this position is responsible for providing expert knowledge about archival and other historical records in a variety of formats and engages in multiple research strategies to gain access to their content, often using outside resources such as corporate databases and web access. The position provides a wide range of policy, program and procedural recommendations, advice and interpretation of legislation, ensuring the release of information is in compliance with relevant legislation.

The ideal candidate will have a Masters' degree in Archival Studies or Library & Information Science with a specialty in archives; or an equivalent combination of related experience, education and/or training. They will have two years of experience working in an archival institution which includes the following: experience in appraisal, arrangement and description of archival records in all formats (including electronic), experience in the preparation & maintenance of finding aids and experience providing public access to records. The candidate must also have experience interpreting and applying legislation and drafting policy related to privacy acts, records management acts and other policies and procedures related to the management of records. The successful candidate will have a positive attitude and have demonstrated high level of customer and results-oriented service. Excellent written and oral communications skills are required.

Additional skills and abilities that would be an asset include the ability to produce finding aids and other access tools in accordance with national and international standards, the ability to apply sound judgement and critical

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thinking to analyze and resolve complex problems, the ability to plan, organize and manage own complex work load, and superb organization, attention to detail and problem-solving skills. The candidate must also be able to lift up to 18kg (40 pounds).

This position requires Criminal Records Checks under the BC Public Service Screening Policy and the Criminal Records Review Act and all applicants must be legally entitled to work in Canada (have Canadian citizenship or permanent resident status).

On November 1, 2021 the BC Public Service announced the COVID-19 Vaccination Policy that defines the conditions and expectations for BC Public Service employees regarding vaccination against COVID-19. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the public service. More information can be found [here](#).

Please refer to the full job description and selection criteria to ensure your application addresses the areas we will be looking at when assessing suitability for this opportunity.

An eligibility list may be established for similar permanent and temporary positions over the next 12 months.

Please submit your resume and cover letter in pdf format by August 17, 2022 with the following subject line: Last Name, First Name, RB2022_25 via email to: RBCMapplications@royalbcmuseum.bc.ca

POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	Government Records Archivist	POSITION NUMBER(S):	111178, 114676
DIVISION:	Collections, Research and International Programs		
DEPARTMENT:	Archives	UNIT	Government Records
SUPERVISOR'S TITLE:	Government Records Manager	POSITION NUMBER	111174
SUPERVISOR'S CLASSIFICATION:	Archivist 27	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:	Archivist 24	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

ORGANIZATION OVERVIEW

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DEPARTMENT OVERVIEW

The Archives department, is responsible for the BC Archives, physical and digital access to archival collections, and preservation and conservation services for the Royal BC Museum. The mandate of the Government Records section is to ensure that the historical records of the province, including the archives of the provincial government, are preserved, managed and made permanently available, usable and authentic in accordance with accepted legal, scientific and archival standards, and to disseminate information about the collection by the best means available.

PURPOSE OF POSITION

Reporting to the Government Records Manager, this position is responsible for providing expert knowledge about archival and other historical records in a variety of formats and engages in multiple research strategies to gain access to their content, often using outside resources such as corporate databases and web access. The position provides a wide range of policy, program and procedural recommendations, advice and interpretation of legislation, ensuring the release of information is in compliance with relevant legislation.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Manages and coordinates evaluation, selection and acquisition of government and non-government records of enduring value to the province by:
 - Determining archival value and final disposition of provincial government records based on their enduring evidentiary, legal and historical values to the government and the public.
 - Liaising with, advising and assisting government clients and other agencies regarding the management and disposition of government information in accordance with legislation (e.g., *Information Management Act, Interpretation Act*).
 - Accessioning, physically processing and describing archival records in accordance with professional standards.
 - Appraising the suitability of potential donations of private, non-government records based on their historical, cultural and evidential significance to British Columbia, their associational value and their format and physical condition.
 - Receiving, selecting and making recommendations for acquisition of private archival records. Managing all aspects of documentation relating to private records donations including creating and maintaining accession records.
 - Reviewing non-government records in the custody of the BC Archives and recommending retention, transfer, repatriation or destruction.
 - Managing, organizing and implementing transfer or repatriation of records.
2. Provides 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 national and provincial standards.
 - Determining and implementing appropriate arrangement and storage strategies based on accepted principles, standards and methodology of modern archival science.
 - Ensuring intellectual, administrative and physical control of and access to archival holdings by analysing, researching, identifying, documenting and describing their contents and context.
3. Provides specialized reference and information services in a variety of disciplines to a wide and diverse community of users and offers expert advice and other services to staff, colleagues, researchers and government employees:
 - Leading and coordinating orientation to a complex system of automated and traditional access

tools such as catalogues, indexes and finding aids.

- Providing expert advice to public, government and corporate clientele on Freedom of Information policy and access procedures and on policy and access procedures in accordance with other legislation (e.g. *Youth Criminal Justice Act*) and BC Supreme Court rules.
- Evaluating, responding to and managing complex enquiries through analysis of archival and other resources, detailed original research and preparing an appropriate response.
- Providing expert advice about technical, conservation, access and copyright requirements to government, academic, corporate and private clientele.
- Providing expert advice on collections, interpretation of material and other topics based on specialized subject and technical knowledge.
- Initiating, researching, developing, writing and maintaining user guides and brochures to assist with traditional and automated tools. Developing, implementing and managing print and web-based reference information resources and tools as well as instructional resources.

4. Participates in ongoing and special projects, supervision and training by:

- Recruiting, training and supervising volunteers. Identifying and organizing projects suitable for volunteers, ensuring compliance with the Public Service Act, the RBCM Corporation Act and Royal BC Museum policies and procedures.

FINANCIAL RESPONSIBILITY

Prepares and/or negotiates contracts, monitors performance and authorizes payment.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input checked="" type="checkbox"/>		Provides formal training to other staff <input checked="" type="checkbox"/>	
Lead project teams <input checked="" type="checkbox"/>		Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	

WORKING CONDITIONS

The Royal BC museum is open every day of the year, except Christmas Day and New Year's Day. As a result, work schedules vary for every department. The majority of union employees are on a "flexible schedule" where employees schedule their work based on operational requirements for a total of 70 hours each bi-weekly period and at no more than 10 hours per day.

VALUES – Every employee is expected to demonstrate the following values during the course of their work

Accountability, Community, Creativity, Diversity, Partnership, Service

INCUMBENT

NAME:	DATE:	I have read and understand this job description
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SUPERVISOR

NAME:	DATE:	SIGNATURE
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EXCLUDED MANAGER AUTHORIZATION

I confirm that: <ol style="list-style-type: none">1. the accountabilities / deliverables were assigned to this position effective: (Date).2. the information in this position description reflects the actual work performed.3. a copy has / will be provided to the incumbent(s).		
NAME: David Alexander	DATE:	SIGNATURE:

SELECTION CRITERIA

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

Education:

Masters' degree in Archival Studies or Library & Information Science with a specialty in archives; OR
An equivalent combination of related experience, education and/or training

Experience:

Two years of experience working in an archival institution which includes the following:

- experience in appraisal, arrangement and description of archival records in all formats (including electronic)
- experience in the preparation & maintenance of finding aids
- experience providing public access to records
- Experience interpreting and applying legislation and drafting policy related to privacy acts, records management acts and other policies and procedures related to the management of records

Knowledge:

- A sound understanding of archival theory and principles;
- Of national and international standards for archival arrangement and description
- Knowledge of privacy legislation that apply to government records
- Proper care and handling of archival materials in all media
- Of the structure, programs, and history of the Government of British Columbia

Skills & Abilities:

- Excellent written and oral communications skills required
- Ability to produce finding aids and other access tools in accordance with national and international standards
- Must apply sound judgement and critical thinking to analyze and resolve complex problems
- Be able to plan, organize and manage own complex work load
- Superb organization, attention to detail and problem-solving skills
- Must be able to lift up to 18kg (40 pounds)

Behavioural Competencies:

- Teamwork & Cooperation – ability to work cooperatively across the organization to achieve goals
- Results Orientation – concern for surpassing a standard of excellence
- Service Orientation – focusing one's efforts on discovering and meeting the needs of others
- Tact & Diplomacy – must demonstrate tact, discretion and sensitivity when dealing with sensitive situations and confidential material