ROLE PROFILE

Role Title	**Archive Cataloguer**
Internal Reference	CEN-0562
Business Unit / Group Function	BBU
BU Team / Sub-Function	Group Technology Services
Location	Arete
Team Leader Role	Company Archivist
Role Level	5
Team Members	No

Role Purpose

The Archive Cataloguer is responsible for the organisation, description, and cataloguing of archival materials to ensure easy access and preservation. This role involves maintaining accurate records, creating finding aids, and applying the appropriate archive standards to enhance the usability of collections.

Accountabilities

Deliver cataloguing priorities as agreed by the Company Archivist and project stakeholders.
Create detailed and accurate catalogue entries for all archived materials, ensuring information is complete and consistent with WG&S Archive standards.
Perform regular quality checks on catalogue entries, metadata, and indexing, ensuring all data is accurate, up-to-date, and free of errors.
Develop and maintain cataloguing systems for archive materials, ensuring adherence to national and international standards (e.g. ISAD(G)).
Identify opportunities to streamline cataloguing processes, enhance data consistency, and improve cataloguing workflows; contribute to regular reporting on cataloguing activities.
Conduct inventory assessments and organise collections for better accessibility
Assist in the preservation and conservation of archive materials, including digitisation where applicable
Work with archive team to enhance the collection and management strategies for archive material
Support the archive team by ensuring we follow cataloguing best practices and archive standards
Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.

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