



Archivist

Porth

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Job Description

Acorn is seeking an Archivist on behalf of the NHS in South Wales. This is an exciting opportunity to work archiving the Health boards COVID-19 Response.

The main purpose of the role is to undertake robust, comprehensive, efficient, organised and confidential record and information management practices as part of the Health Board's COVID-19 Pandemic response.

Working to broad occupational policies, you will exercise judgement to make resilient decisions in order to care, manage and preserve the written, electronic, photographic and oral history of the Health Board wide COVID-19 pandemic response; using initiative and levels of authority agreed with the accountable officer. This will include, accessioning, cataloguing and indexing the records, including providing professional advice and practical assistance to the Health Board.

This is a flexible role that the right candidate will be able to mold to their experiences and the needs of the Health board, with a wide range of archiving backgrounds applicable.

Role Requirements:

*You will have a Degree level qualification, or equivalent experience in Archiving and Records.

*Advance knowledge of the necessary IT skills to effectively

Salary

27,000

Location

United Kingdom

Location Description

Porth

Company

Acorn Recruitment

Posted By

Ms Christina Harris

Date Posted

18/11/2020

Application Closing

09/12/2020

Job ID

912796

Employer Reference

BBBH21397

Job Functions

Administrative

Industries

Information Services

Job Type

perform the role.

*Experience of conducting research across a wide range of sources, evaluating and assessing findings and preparing related reports

*Experience of working with complex indexing systems to facilitate the easy retrieval of information from digital and paper sources

This role is flexible and could be based at any of Cwm Taf health board's hospital locations. This is initially a 6 month role.

Acorn Recruitment Ltd is acting as an Employment Business in relation to this vacancy.

Skills & Experience

Archivist, Archiving, Information Governance, Corporate Governance

Contract

Estimated Job Duration (if contract or part-time position)

6 Months