

Specialist competence matrix – archives Practitioner (PCIfA)

Knowledge	<ul style="list-style-type: none">• Good working knowledge of local, national and international archiving standards and guidance.• Awareness of archive transfer procedures.• Knowledge of labelling, storage requirements of material types, and how to curate the archives while in custody of your organisation.• Good understanding of data management plans.
Autonomy	<ul style="list-style-type: none">• Work under supervision to compile/ organise physical and digital archives to recognised standards.
Coping with complexity	<ul style="list-style-type: none">• Work with different counties, varying museums guidelines and digital repositories and understand the differences in the standards.• Ability to identify potential issues in records to ensure integrity of the archaeological record.• Appreciation of the composition of the archaeological record and understand how to interrogate it to answer basic questions.
Perception of professional conduct	<ul style="list-style-type: none">• Understands individual roles within the archive process and the basic standards of archival information required during their part of the archaeological process.• Understands the ethical requirements of the Code of conduct and is able to apply these to own work• Upholds the values of the Institute to work in the public interest.• Awareness of data protection and its relevance to their own workflows.

<p>Knowledge</p>	<ul style="list-style-type: none"> • High level of working knowledge of local, national and international archiving standards and guidance, including research frameworks. • Understanding of archive transfer procedures including copyright, Transfer of Title (ToT) and human remains ethics and guidelines. • Good knowledge of storage requirements of material types, and how to catalogue objects within your own organisation. • Knowledge of digital data formats, OASIS, and expertise in data management plans and their applications. • Understanding of the use of selection strategies within projects, and when specialist knowledge is needed.
<p>Autonomy</p>	<ul style="list-style-type: none"> • Sole working, including decision making roles, regarding the compilation and general management of physical and digital archive. • Ability to work within specified parameters of individual projects. • Contribution to the development of selection strategies, disaster management plans and storage requirements. • Can supervise others and provide training for other staff members, where appropriate.
<p>Coping with complexity</p>	<ul style="list-style-type: none"> • Management of more complex archives. • Can recognise issues and provide solutions to facilitate the effective use and dissemination of archives (for both physical and digital archives). • Liaises between stakeholders (eg contracting units, depositors, repositories, and local authorities etc), to arrange depositions. • Direct involvement in organisations archaeological archives to allow detailed interrogation of the archaeological record. • Implements correct procedures for preparing and depositing digital archives, including OASIS. • Can recognise and resolve potential conflicts of interest within an established framework.

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Perception of professional conduct

- Understands the complete chain of roles in archive production from project start to end use within a repository.
- Understands the ethical requirements of the Code of conduct and uses them to guide and review own practice and, where applicable, that of others.
- Upholds and promotes the values of the Institute to work in the public interest.
- Understands the role of the archaeological record within their own organisation and external organisations.
- Understands the potential of archaeological archives for future research and utilisation.
- Good awareness of data protection and its relevance to theirs and others' workflows.

Knowledge	<ul style="list-style-type: none">• Substantial working knowledge of local, national and international archiving standards and areas of responsibility.• Detailed understanding of archive transfer procedures including copyright and Transfer of Title (ToT), and human remains ethics and guidelines.• Full and overarching knowledge of storage requirements of material types, and how to catalogue objects within the organisation.• Full understanding of OASIS workflows, data management plans, and how to compile, use, check and make accessible complex digital archives.• Substantial understanding of selection strategies and research frameworks.• Writing/ facilitating discussions of policy documents and standards.
Autonomy	<ul style="list-style-type: none">• Oversees the archive work carried out by others and ensures completion of all stages of the process throughout their organisation.• Has responsibility for budgets; costings for archive materials, staff time and deposition costs.• Oversees implementation of selection strategies, disaster management plans, managing collections and storage requirements etc.• Provides, promotes and facilitates access to archaeological archives.

Please go to the next page for Coping with complexity and Perception of professional context

Coping with complexity

- Manages the preparation and deposition of all archives to appropriate standards.
- Manages archive issues and provides solutions to facilitate the effective use and dissemination of archives (for both physical and digital archives).
- Understands and facilitates the relationships between differing stakeholders (eg contracting units, depositors, repositories, and local authorities etc).
- Responsible for the compilation and interrogation of the archaeological record and facilitating access.
- Oversees the implementation of correct procedures for preparing and depositing digital archives, including OASIS.
- Can anticipate, recognise, and resolve potential conflicts of interest.

Perception of professional conduct

- Manages and facilitates the archaeological record within their organisation and with external bodies.
- Follows and promotes the values of the Institute, including the Code of conduct, to work in the public interest with colleagues, clients, and stakeholders.
- Demonstrates professional judgement and ethical behaviour across a wide variety of complex situations, supporting and encouraging others to do the same.
- Devolvement of potential of archaeological archives for future research and utilisation.
- Demonstrates a full understanding of data protection and its implications for their work and can address data protection issues appropriately.
- Willingness to engage with sector-wide initiatives and respond to consultations.