

# Specialist competence matrix – archives Practitioner (PCIfA)

<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Good technical knowledge of accurate labelling and division of archive components and sub-division of finds by material type.</li><li>• Good technical knowledge of appropriate storage and cataloguing.</li><li>• Good understanding of how to implement a digital management plan.</li><li>• Good understanding of local, national and international standards and guidance.</li></ul>
<b>Autonomy</b>	<ul style="list-style-type: none"><li>• Work under supervision to compile/ organise physical and digital archives to recognised standards.</li></ul>
<b>Coping with complexity</b>	<ul style="list-style-type: none"><li>• Work with different counties, varying museums guidelines and digital repositories and understand the differences in the standards.</li><li>• Appreciation of the composition of the resource and understand how to interrogate it to answer basic questions.</li></ul>
<b>Perception of professional conduct</b>	<ul style="list-style-type: none"><li>• Understanding individual roles within the archive process and the basic standards of archival information required during their part of the archaeological process.</li><li>• Demonstrates understanding of the ethical requirements of the <i>Code of conduct</i> and can apply to own work.</li><li>• Upholds the values of the Institute to work in the public interest.</li></ul>

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Specific knowledge of material types, storage requirements and digital formats.</li> <li>• Understanding where selection discussions could begin and when specialist knowledge is needed.</li> <li>• Expertise in digital archive management plans.</li> </ul>
<p><b>Autonomy</b></p>	<ul style="list-style-type: none"> <li>• Sole working including decision making roles regarding the compilation and general management of physical and digital archives.</li> <li>• Contribution to the development of selection strategies, disaster management plans and store organisation.</li> </ul>
<p><b>Coping with complexity</b></p>	<ul style="list-style-type: none"> <li>• Management of more complex archives and the ability to deal with any issues arising (for both physical and digital archives).</li> <li>• Speaking to museums and local authorities, setting up depositions, ensuring paperwork complete and dealing with queries.</li> <li>• Direct involvement in organisations archaeological archive to allow detailed interrogation of the resource.</li> </ul>
<p><b>Perception of professional conduct</b></p>	<ul style="list-style-type: none"> <li>• Understanding the complete chain of archive production from project start to end use within a repository.</li> <li>• Understanding the role of the resource within their own organisation and external organisations.</li> <li>• Understanding of potential of archaeological archives for future research and utilisation.</li> <li>• Understands the ethical requirements of the <i>Code of conduct</i> and uses them to guide and review own practice and, where applicable, that of others.</li> <li>• Can recognise and resolve potential conflicts of interest within an established framework.</li> <li>• Upholds and promotes the values of the Institute to work in the public interest.</li> </ul>

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Substantial grasp of standards within field and without.</li> <li>• Full knowledge of local, national and international standards and areas of responsibility.</li> <li>• Detailed understanding of archive transfer procedures including copyright and Title of Transfer (ToT).</li> <li>• Full understanding of selection policies and research framework issues.</li> <li>• Writing/ facilitating discussions of policy documents and standards.</li> <li>• Full understanding of how to compile, use, check and make accessible complex digital archives.</li> </ul>
<p><b>Autonomy</b></p>	<ul style="list-style-type: none"> <li>• Has responsibility for budgets; costings for archive materials, staff time and deposition costs.</li> <li>• Oversees the archive work carried out by others and ensures completion of all stages of the process throughout their organisation.</li> <li>• Oversees implementation of selection strategies, disaster management plans, managing collections and store conditions etc.</li> <li>• Provides and promotes access to archaeological archives.</li> </ul>
<p><b>Coping with complexity</b></p>	<ul style="list-style-type: none"> <li>• Understands the interplay between differing repositories (for both physical and digital archives).</li> <li>• Responsible for the compilation and interrogation of the resource and facilitating access.</li> </ul>
<p><b>Perception of professional conduct</b></p>	<ul style="list-style-type: none"> <li>• Manages and facilitates the resource within their organisation and with external bodies.</li> <li>• Devolvement of potential of archaeological archives for future research and utilisation.</li> <li>• Demonstrates professional judgement and ethical behaviour across a wide variety of complex situations, supporting and encouraging others to do the same.</li> <li>• Can anticipate, recognise, and resolve potential conflicts of interest.</li> <li>• Promotes the values of the Institute to work in the public interest with colleagues, clients, and stakeholders.</li> </ul>