



Secrétariat du Conseil du Trésor  
du Canada

Treasury Board of Canada  
Secretariat

## CLASSIFICATION STANDARD

**Historical research**

**Scientific and professional category**

CLASSIFICATION STANDARD

HISTORICAL RESEARCH

**SCIENTIFIC AND PROFESSIONAL CATEGORY**

Issued by:

Classification, Human Resources  
Information Systems and Pay Division  
Personnel Policy Branch 1987



CONTENTS

	PAGE
INTRODUCTION	1
CATEGORY DEFINITION	3
GROUP DEFINITION	4
DEFINITION OF TERMS	5
LEVEL DESCRIPTIONS	6
BENCH-MARK POSITION DESCRIPTION INDEX	17

## INTRODUCTION

This standard describes the plan to be used to classify positions allocated to the Historical Research Group. It consists of an introduction, definitions of the Scientific and Professional Category and the occupational group, definition of terms, level descriptions and bench-mark position descriptions.

The level description method of classification is a non-quantitative method of determining the relative difficulty of jobs. At each level those characteristics of the factors that are indicative of a significant difference in job demands are defined. In some cases, the characteristics of a particular factor may be similar at two levels, with the significant differences in job demand being concentrated in other factors. In progressing from the lowest to the highest level in a level description plan, the job demands tend to be cumulative, and the description of a particular level usually includes only elements of a higher order than that of the preceding level. The summary descriptions for each professional field reflect the types of duties that might be performed at each level.

From level 3 through to level 5, this standard provides for the recognition of outstanding performance by individual researchers who, in the judgment of a committee of their peers, merit promotion on the basis of the quality and importance of their research contributions, even though the duties of their positions do not correspond to all factor requirements stated in the standard, such as the requirement for the direction of the work of other professionals.

### Factors

The combined factors do not describe all aspects of jobs. They deal only with those characteristics that can be defined and distinguished and that illustrate the difference in job demands at various levels. Four factors are used in this plan.

- |                                |   |   |
|--------------------------------|---|---|
| Knowledge                      | - | to measure the difficulty of the work in such terms as the need for knowledge of various techniques used in a particular field of work, and knowledge of a particular subject area or areas within that field.  |
| Nature of the Work             | - | to measure the difficulty of the work in such terms as the breadth of subject matter, the number of topics and sub-topics involved and the depth to which the subject is to be studied, the relative availability and reliability of source materials, the difficulties encountered in assessing the relative significance and the interrelationships of various source materials, and the difficulties associated with the presentation of the findings. |
| Professional<br>Responsibility | - | to measure the difficulty of the work in such terms as the degree of latitude allowed in planning and carrying out assignments, in formulating interpretations of the findings, and in making recommendations based on these findings.  |
| Supervision                    | - | to measure the difficulty of the work in terms of the responsibility for the direction and supervision of the work of others.   |

### Bench-mark Positions

Bench-mark position descriptions are used to illustrate levels of jobs. Each description consists of a list of the principal duties, and specifications describing each of the factors as it appears in the position described. These descriptions are an integral part of the standard and are used to ensure consistency in the assignment of positions to levels.

### Use of the Standard

There are three steps in the application of this classification standard.

1. Allocation of the position to the category and the group is confirmed by reference to the definitions and the descriptions of the inclusions and exclusions.
2. Tentative allocation of the position to a level in the plan is made by comparing the requirements of the positions being evaluated with the level descriptions. The level tentatively assigned to a position should be the one that best corresponds on the whole with the duties and responsibilities of the position.
3. The description of the position being rated is compared with the descriptions of the bench-mark positions exemplifying the level tentatively selected. Comparisons are also made with descriptions of bench-mark positions for the levels above and below the level tentatively established.

### Determination of Levels

The ultimate objective of job evaluation is the determination of the relative values of jobs in each occupational group.

CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards.

GROUP DEFINITION

For occupational group allocation, it is recommended that you use the [Occupational Group Definition Maps](#), which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.



DEFINITION OF TERMS

"Research" in this standard refers to historical research, which is the application of a professional knowledge of established methods and techniques used in the search for, evaluation of, and synthesis of, historical evidence.

"Search" refers to the gathering of historical evidence pertinent to the particular study being undertaken, through search of the files and records of government departments or private individuals and of library and archival collections, through excavation and field survey, through examination of physical objects, or through the conduct of interviews with persons having knowledge of the events under study.

"Evaluation" refers to the critical assessment of historical evidence to establish its relative value. This requires the application of various analytical techniques to verify the reliability and authenticity of evidence and to determine which items of evidence may be accepted as historical fact.

"Synthesis" refers to the use of critical judgment and reason in analyzing the findings of research and evaluation in order to develop the hypotheses necessary to explain the facts, identify their causal relationships and explain their relative significance.

"Field" refers to a realm of knowledge such as archeology, anthropology, archival science, history, history of art, etc., requiring the application of a particular body of knowledge.

"Subject area" refers to branches of fields such as geographical, chronological, societal/cultural and others.

"Topic" refers to divisions within a subject area.

"Research Contribution" may include publications, visual displays, exhibits and other communication media, development of research methods, recognition as an expert in a field nationally or internationally, etc.

"Project" refers to a finite study of a research topic or an activity which can be measured by planning objectives and milestones.

"Program" in this standard is intended to mean, inter-related projects or activities for which short to medium term (10 year) and strategic (20) year planning objectives can be linked to departmental goals and priorities.

LEVEL DESCRIPTIONSLevel HR-1Summary

Archivist: Carries out prescribed research in an assigned subject area; to provide data to be used in the acquisition of archival records; to arrange and describe archival records by obtaining identification and description data from archival and secondary sources; to present this information in written form; to provide a reference and research service on designated topics by drafting replies to inquiries and/or preparing reports.

OR

Curator of Art: Participates in the cataloguing and maintaining of research files on works of art in an assigned subject area; carries out assigned research on aspects of major exhibitions and installations or for small special exhibitions; searches and evaluates primary and secondary sources synthesizing results for use in the writing of booklets and brochures or for publication in catalogues; researches available sources and evaluates information gathered to assist in determining authenticity and significance of works of art for acquisition; provides research and reference services; and drafts replies and reports in response to enquiries.

OR

Anthropologist: Plans and carries out research projects on an assigned topic to identify, analyze, classify and interpret cultural behavior; selects and studies available sources of information; writes comprehensive reports, booklets and brochures based on the results of findings; trains laboratory personnel; follows established standards for the measurement, classification and description of artifacts; prepares manuals of cataloguing procedures and assures adherence to standards; works on archeological excavations and in field laboratories and assists in the planning of research projects.

OR

Archaeologist: Assists in the excavation of archaeological sites, or conducts small scale field investigations (e.g., 1 to 3 person field party; 2-6 week duration; limited excavation or testing, environmental assessment screening, or monitoring construction activity); records observations and field data; assists project archaeologist in collating and analyzing data; maintains site records and related research files; may work on a team project under the supervision of a project archaeologist; writes short scientific reports, and popular articles, on topics of limited depth and scope; acts as consultant to other professionals at the same level (curator, site interpretative officers, material culture researchers, and archaeologists); develops and maintains contacts with professional researchers outside the department; may direct the work of support staff on a project basis as well as supervise the work of seasonal assistants and field laborers.

OR

Material Culture Researcher: Carries out research requiring treatment of one to three assigned topics within a subject area to identify, analyze, classify, and interpret historic period material culture; accumulates information from small archaeological and historical assemblages, and from primary and secondary written sources usually obtained locally; writes short scientific reports, and popular articles and brochures, on topics of limited depth and scope; may work on a team project under the supervision of a more senior researcher; assists in the planning of research projects; maintains the Reference Collection and related research files; acts as consultant to other professionals at the same level (curators, site interpretative officers, archaeologists, and material culture researchers); develops and maintains contacts with professional researchers outside the department; provides instruction in identification of material in the area of specialization; works on archaeological excavations or in field laboratories; may supervise support staff on an intermittent or short term basis.

OR

Historian: Carries out prescribed research in an assigned subject area, accumulating and evaluating data from primary and secondary sources; provides reports or data for any of the following purposes: officials histories of institutions, policies, events and major historical themes; preparation of internal papers for policy decisions or answers to official or public inquiries; identification and development of historic parks and sites; development of exhibits, and cataloguing and development of museum or research collections.

### **Specifications**

#### Knowledge

The work requires a knowledge of a specific field and its methodology, and of a particular subject area. The work also requires skill in evaluating evidence and in organizing and presenting materials or findings in logical sequence.

#### Nature of the Work

The work consists of assignments dealing with particular topics which may include a number of related sub-topics. The work requires the solution of problems of evaluation, organization and presentation of historical materials or findings.

#### Professional Responsibility

The work is reviewed at various stages and on completion for adequacy of research, presentation, completeness and validity of assessments.

#### Supervision

Supervision is not normally a continuing responsibility, however, with some projects there may be a requirement to allot work to, and check the completed work of support staff.

LEVEL DESCRIPTIONSLevel HR-2Summary

Archivist: Conducts research in related topic(s) within subject areas in order to: acquire archival records, by evaluating records, identifying and selecting those of archival/historical value and by recommending to destroy or not to acquire the remainder; establish the authenticity and reliability of historical records; (and/or) assume responsibility for (an) archival fond(s), including the arrangement and description of the records by developing the indexing and descriptive criteria and recommending conservation treatment; provide reference and research services by providing historical/archival information, writing historical texts for publication and participating in the development of exhibitions.

OR

Curator of Art: Advises on loans and the conservation of works of art in a designated subject area; selects works of art for acquisition, and assists in establishing their authenticity, art historical and aesthetic significance; conducts research according to assigned goals; searches and evaluates primary and secondary sources on works of art in other galleries and private collections; researches and organizes special exhibitions or installations of the permanent collection with related didactic material; researches and prepares papers, reports, articles, brochures, booklets and catalogues.

OR

Anthropologist: Plans, initiates and carries out research, including field work, according to assigned goals, providing data to be used for publication, for the preparation of internal papers intended for policy decisions and official or public enquiries, for the development of museum exhibits or for the cataloguing and development of museum collections; writes for publication or internal use; represents a subject area or areas on planning teams for the development of museum exhibits; and, in given subject areas, selects objects for acquisition and catalogues them for their anthropological significance; provides advice on anthropological matters; independently conducts anthropological research projects; collects information based on field-work and from written sources; collates information gathered and prepares papers and monographs on results of findings for scientific publication; collects anthropological artifacts and consults on the content and construction of anthropological displays; answers enquiries on anthropological matters.

OR

Archaeologist: Plans and directs field investigations (normally, 4-10 person field party, 1-6 month duration, site-specific problem orientation such as major environmental assessment screening and salvage work, cultural resource inventory and assessment, and site interpretation or engineering support); or under the supervision of an archaeologist in charge of a major archaeological project, acts as second-in-command responsible for a significant portion of such a project; maintains site records and related research files; analyses data and writes reports on field investigation results; prepares scientific monographs, as well as popular and scholarly articles, brochures, and booklets; acts as consultant to other professional staff within and outside the department, and advises other program functions on archaeological matters; maintains contacts with professional colleagues; may supervise subordinate researcher or support staff and will direct the work of seasonal field assistants and laborers.

OR

Material Culture Researcher: Carries out complex research projects requiring treatment of three to four related topics and sub-topics within two or three subject areas; collates, analyses and synthesizes data gathered from a wide variety of archaeological and historical assemblages which is usually obtained from national, and sometimes international, repositories; prepares scientific monographs, as well as popular and scholarly articles, brochures, booklets, and exhibition copy; coordinates material culture team projects; directs the development of the Reference Collection within the area of expertise, and creates related research files; provides advice and information on planning research, and provides functional inputs to the review of research products and the selection of research staff; acts as consultant to other professional staff within and outside the department, and maintains contacts with professional colleagues; provides training in the area of material specialty and research methodology in general; works on archaeological excavations and in field laboratories; may supervise associate researcher and support staff on an intermittent basis.

OR

Historian: Plans, initiates and carries out research according to assigned goals, on topics and sub-topics, which includes searching and analyzing historical sources and providing reports or data for any of the following purposes: official histories of institutions, policies, events and major historical themes; other publications; various media of dissemination to the public; preparation of internal papers for policy decisions or answers to official or public inquiries; establishment, conservation, development and interpretation of historic parks and sites; development of exhibits, and cataloguing and development of museum collections. Writes for publication or for internal use articles, papers, monographs, popular books, texts, plaques, pamphlets or guidebooks for use in the interpretation to the public of historic sites, events, periods, themes, and exhibitions and collections; evaluates historical documents for accession and research.

#### Specifications

##### Knowledge

The work requires a knowledge of a specific field as well as an in depth knowledge of a particular subject area. The work requires a thorough knowledge of established techniques and methods of historical research used in the collection and evaluation of historical facts and materials and the ability to write clear historical syntheses.

##### Nature of the Work

The work consists of conducting complex research projects requiring treatment of several related topics. It requires searching for and evaluating all available information and material obtained from a variety of sources, the synthesis of such information and the development of interpretations or recommendations based on results or findings emanating from research projects. Work may require the determination of priorities, the programming and scheduling of assignments, and the review of the work of others.

##### Professional Responsibility

The work is assigned in terms of goals to be achieved. It entails responsibility for planning and executing work independently and for developing interpretations and recommendations. Assistance of the supervisor is sought on questions involving policies and practices. Work is reviewed upon completion for completeness of coverage and for adherence to policies and practices, the quality of work, the validity of findings and the satisfactory attainment of objectives.

##### Supervision

The work may require the supervision of support staff and on occasion the direction of junior professional staff.

LEVEL DESCRIPTIONSLevel HR-3Summary

Archivist: Supervises and/or conducts research in a broad or a specialized subject area in order to: acquire records; supervise and participate in the accessioning, arrangement, description and storage of historical material; plan and supervise the preparation of finding aids to service archival materials; provide reference and research services by leading the development of exhibitions, producing historical publications and providing information on historical themes; assess the relevance of policies for specific research projects and activities; formulate, revise and develop objectives and priorities of research projects; review research work done by staff.

OR

Curator of Art: Is responsible for the documentation, preservation and care of works of art for a designated collecting area; advises on art historical matters related to the conservation of works of art; selects works of art for acquisition, assesses their authenticity, art historical and aesthetic significance, and effectively recommends them for acquisition; formulates, develops and revises research objectives and priorities for a designated collecting area; conducts or develops, assigns and coordinates research work for major exhibitions, both national and international, and for the installation of the permanent collection; researches and prepares art historical publications; reviews research done by staff or contractees; maintains contacts with other art historians at the national and international level.

OR

Anthropologist: Plans, initiates, carries out, co-ordinates, monitors, controls and completes, in a broad or specialized subject area, several simultaneous research projects intended for publication, for use in various media of dissemination to the public, for the preparation of internal papers used in policy decisions and official or public enquiries, for the development of museum exhibits, or for the cataloguing and development of museum collections; writes anthropological material for publication or for internal use; establishes research priorities within a defined broad or specialized subject area; assigns research projects to anthropologists; synthesizes the product of collective research; revises reports prepared by others; represents the discipline on, or leads, planning teams for the development of museum exhibits, plans museums collection development; selects objects and categories of objects for acquisition and adds to the catalogue pertinent anthropological information; provides advice and information; develops and undertakes substantial anthropological research projects within a designated cultural region of Canada; establishes research priorities and develops, co-ordinates and directs research projects for the region; advises on anthropological matters related to exhibitions, publications, collections, teaching and anthropological research; maintains contacts with other anthropologists in related work at the national and international level.

OR

Archaeologist: Plans, directs and implements major archaeological research projects (e.g., 8-25 person field party, multi-season duration, on-site interdisciplinary capacity, major thematic focus, complex features and research problems); develops cultural resource management projects; contributes to advances in the field of knowledge, and may establish new approaches; refines and modifies established methods and techniques; directs compilation of field data and related research files; prepares scientific monographs, as well as scholarly and popular articles and booklets, and compiles comprehensive reports based on the work of supporting projects; provides advice on development of directives, functional evaluations, and review of research products; acts as consultant to colleagues within and outside the department, and advises officials within the department on archaeological matters; maintains contacts with professional colleagues at the national and international level, normally has continuing supervision of professional and support staff, and will have seasonal supervision of an entire complement required for field work.

OR

Material Culture Researcher: Carries out complex research projects requiring treatment of three to five related topics and sub-topics within three or more subject areas; organizes and synthesizes data from all relevant sources; and directs the compilation of major reference files on broad subject area/theme bases; contributes to advances in the field of knowledge; develops new methodological approaches; prepares scientific monographs, as well as scholarly and popular articles, booklets, and exhibition copy, and compiles comprehensive reports based on the work of supporting projects; direct material culture team projects; plans and directs the development of the Reference Collection and monitors maintenance activities; provides advice on development of directives, functional evaluations, and review of research products; plans project requirements and monitors execution; acts as a consultant to colleagues within and outside the department, and to officials within the department; and maintains contacts with professional colleagues at the national and international level; identifies the need for, and provides, training in material culture research; provides on-site expertise to project archaeologists; continuing supervision for a number of professionals and support staff is required.

OR

Historian: Plans, initiates, carries out, controls and completes independent research across a broad subject area or on major historical themes, periods and event intended for any of the following purposes: official histories of institutions, policies, events and major historical themes; other publications; various media of dissemination to the public; preparation of internal papers for policy decisions or answers to official or public inquiries; establishment, conservation, development, and interpretation of historic parks and sites; development of exhibits, and cataloguing and development of museum collections. Establishes research priorities within a defined broad subject area; assigns, coordinates and monitors research projects where appropriate; synthesizes the product of collective research; revises historical reports prepared by others; represents the discipline on, or leads, planning teams for the development of exhibits and departmental policies; represents the broad subject area on a committee planning museum collections development and, in this context, selects objects and categories of objects for acquisition and adds to the catalogue pertinent historical information; in other situations, plans and writes historical narratives or reports on institutions, policies, events and major historical themes; provides advice and information about sources and other historical matters.

#### Specifications

##### Knowledge

The work requires a knowledge of a specific field as well as an expert knowledge of a particular subject area and/or a broad knowledge of several subject areas. The work requires skill in searching for, evaluating and synthesizing large amounts of information, considerable writing ability in the presentation of the synthesized product. The work also requires skill in coordinating the execution of a major research study in a specific subject area or a number of related research projects.

Nature of the Work

The work consists of research studies on major themes or subjects which may require the direction of a number of supporting projects. It consists of assessing the interrelationship of historical findings that may be of a controversial or inter-disciplinary nature and the coordination, review and integration of a number of research projects, as well as the direction of the work of professionals or contract researchers carrying out supporting projects, or the supervision of an organizational unit in which a number of research projects are carried out simultaneously.

Professional Responsibility

The work is defined in terms of the subject to be covered. It entails responsibility for defining the extent of the research to be undertaken, allocating, coordinating and reviewing a number of supporting projects. The work is reviewed for thoroughness and adherence to policy. Guidance is normally sought on questions involving policy.

Supervision

Supervision of a number of professionals and some support staff is normally required.

NOTE: This level may also be attained by individual researchers who, in the judgment of a committee of their peers, have shown that their performance, in terms of the quality and importance of their research contributions, warrants classification at this level.

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LEVEL DESCRIPTIONSLevel HR-4Summary**Archivist: Directs research in a number of subject areas or a major specialized subject area in order**

to: acquire, and develop the holdings of archival records; ensure the overall custodial care of archival records, including the arrangement, description, storage and conservation care; direct and/or ensure the provision of a reference and research service including the production of historical publications and exhibitions; write reports requiring the interpretation of controversial historical evidence or important aspects of policies; formulate, revise and develop objectives and priorities, recommend changes in policies and develop procedures and techniques for the research program.

OR

**Curator of Art:** Plans and directs the research program for a number of designated collecting areas or for a major collecting area; plans and directs the development of the collections or collection and effectively recommends works of art for acquisition; approves priorities and jointly approves with the Head of Conservation treatments for the conservation of works of art; directs the installation of the permanent collection, as well as the preparation of catalogues; plans and directs research by staff or contractees for the organization of major art historical exhibitions, both national and international; acts as consultant and advisor to senior officials; represents the institution nationally and internationally.

OR

**Anthropologist:** Develops and undertakes a substantial and comprehensive anthropological research program covering a large and sensitive research area in Canada; plans, co-ordinates and directs the research program for a large cultural region; plans, schedules, assigns, directs, monitors, controls, reviews and evaluates research conducted by subordinates in several broad subject areas intended for publication and other media, for the preparation of internal papers used in policy decisions and in reply to official or public enquiries, for the development of museum exhibits, for the cataloguing and development of museum collections; reviews research products to maintain research standards; ensures the completion of anthropological manuscripts for publication; assures the delivery of anthropological content to interdisciplinary museum exhibit-development teams, represents the discipline in the inter-disciplinary review of exhibit-planning options and final exhibit proposals; in collaboration with collections-management staff, directs research staff in the development of museum collections; acts as a consultant and technical advisor to senior officials; provides advice and guidance on sensitive anthropological matters where the advice and guidance given may have a significant impact on the direction and development of future anthropological research programs; maintains contacts at the national and international level.

OR

**Archaeologist:** Plans and manages, through subordinate supervisors and functional management processes, a program of archaeological research and archaeological collections management; defines performance indicators; authorizes and controls required resources. Acts as a consultant and technical advisor to senior management on policy, planning, directives and standards within the overall context of departmental objectives; conducts functional reviews; maintains professional contacts at the national and international levels. Evaluates research products and provides an assessment of their contribution to the field and makes recommendations on their dissemination. Has continuing supervision of a number of staff.

OR

Material Culture Researcher: Plans and manages, through subordinates and functional management processes, a program of material culture research including establishment of Reference Collections and training programs for the department; defines scope of reference collection and performance indicators; authorizes and controls required resources. Acts as a consultant and technical advisor to senior management on policy, planning, directives and standards within the overall context of departmental objectives; conducts functional reviews; maintains professional contacts at the national and international levels. Evaluates research products and provides an assessment of their contribution to the field and makes recommendations on their dissemination. Has continuing supervision of a number of professionals and support staff.

OR

Historian: Plans, schedules, assigns, directs, coordinates, monitors, controls, reviews and evaluates a research program carried out by subordinates in broad subject areas for any of the following purposes: official histories of institutions, policies, events and major historical themes; other publications; various means of dissemination to the media; preparation of internal papers for policy decisions or answers to official or public inquiries; establishment, conservation, development and interpretation of historic parks and sites; development of exhibits, and cataloguing and development of museum collections; establishment of research priorities. Writes and reviews manuscripts and other kinds of research product in order to maintain professional research standards; edits, and ensures the completion of, historical manuscripts for publication; ensures the delivery of sound historical content in government reports and to inter-disciplinary museum exhibit-development and other teams; provides policy and historical research advice to and maintains contacts with senior officials, other departments, task forces, universities and the user public; develops policy guidelines and planning instructions; provides career counseling.

### **Specifications**

#### Knowledge

The work requires a knowledge of a specific field as well as an expert knowledge and experience in the development of major historical research studies and in the presentation of the results. The work also requires the application of administrative and professional skill sufficient to direct a number of research studies or to manage a number of organizational units engaged in specialized historical research.

#### Nature of the Work

The work requires the direction and management of a research program the purpose of which is to inform on major themes or subjects. The work also requires the solution of administrative and professional problems involved with the direction and management of a research program. It also involves the provision of professional advice and information to senior personnel.

#### Professional Responsibility

The work includes the responsibility for initiating and carrying out programs and services. The work is performed independently; but guidance is sought on matters of policy to ensure that the direction taken is consistent with overall objectives and policies of the Department.

Supervision

The work requires the continuing supervision of a number of professionals and some support staff or the coordination of professional and support staff assigned for the duration of specific projects. In a large organization, the work requires the exercise of supervision through subordinate supervisors.

NOTE: This level may also be attained by individual historical researchers who, in the judgment of a committee of their peers, have shown that their performance, in terms of the quality and importance of their research contributions, warrants classification at this level.

LEVEL DESCRIPTION

Level HR-5

This level can only be attained by senior professionals who, in the judgment of a committee of their peers have demonstrated outstanding scholarship in a particular field of historical research.

BENCH-MARK POSITION DESCRIPTION INDEX

		Level	Page
BM#1	Associate Researcher - Material Culture Research	HR-1	1.1
BM#2	Curatorial Assistant of Contemporary Art	HR-1	2.1
BM#3	Material Culture Researcher	HR-2	3.1
BM#4	Project Historian, Western Region	HR-2	4.1
BM#5	Project Archaeologist	HR-2	5.1
BM#6	Assistant Curator of Early Canadian Art	HR-2	6.1
BM#7	Photo Archivist - National Photography Collection	HR-2	7.1
BM#8	Senior Archivist, Public Archives of Canada	HR-3	8.1
BM#9	Historian	HR-3	9.1
BM#10	Staff Archaeologist	HR-3	10.1
BM#11	Curator, South and West Asia	HR-3	11.1
BM#12	Curator of European Art	HR-4	12.1
BM#13	Chief, Historical Services, Prairie Region	HR-4	13.1
BM#14	Chief, State and Military Records	HR-4	14.1

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 1

Level: 1

Descriptive Title: Associate Researcher

Reporting to Material Culture Researcher:

Conducts research on assigned topics in glass and other categories of materials related to domestic use to provide descriptive and interpretative information to archaeologists, and to advise curators and interpretation officers with respect to the restoration and furnishing of sites. Prepares reports for internal use, or for incorporation into more comprehensive publications, and writes short articles or papers for publication in popular journals.

Maintains portions of the reference collection and related research files, selecting specimens for inclusion. Creates files of supporting documentation under the guidance of the supervisor. Directs and monitors support staff in cataloguing objects, in compliance with recording procedures of the collection management system.

Provides advice and instruction to other professionals at the same level (curators, site interpretative officers, archaeologists, and material culture researchers) on the identification of material within a specific area of expertise.

Directs the work of support staff, on a project basis, and participates in archaeological field operations as required.

SpecificationsKnowledge

The work requires a knowledge of Canadian history, art history, anthropology, or archaeology; a good knowledge of archaeological methodology, a detailed knowledge of the artifact class of glass, and the established methods and techniques used in the search for, and evaluation and reporting of, historical and material culture data.

Skill is required in examining artifact specimens, identifying attributes, establishing typologies, classifications and terminology for specific groups of artifacts, establishing and cataloguing collections and information pertaining to a particular artifact class. Also required is the skill in both oral and written communication, including the ability to write brief reports and popular articles.

Nature of the Work

The work consists of research on particular glass topics which may include a number of sub-topics such as social habits and customs, based on small assemblages of artifacts and/or historic objects, as well as related subject areas such as military or art history.

The work requires searching for, and evaluating data obtained from several sources, and the production of reports and articles of limited depth and scope. There **is** a requirement to assist in the development and maintenance of portions of a reference collection, and to provide professional advice and information to colleagues, within and outside the department, within the area of expertise. The work also requires the occasional instruction in the identification of artifacts within the material specialty.

Professional Responsibility

The work is assigned in terms of specific goals to be achieved, and work is reviewed at various stages and on completion for adequacy of methodology, presentation, completeness and validity of assessments. The projects, and resulting interpretations, are limited in scope and depth. The work entails responsibility for solving problems of organization, evaluation, and presentation of findings by applying appropriate established research methods and techniques.

Supervision

The work requires directing and monitoring support staff on an intermittent or short term basis.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 2

Level: 1

Descriptive Title: Curatorial Assistant of Contemporary Art

Reporting to the Assistant Curator of Contemporary Art:

Carries out assigned research in order to assist with the documentation and development of the collection of Contemporary Art which involves the cataloguing of works of art; searching and evaluating primary and secondary sources to contribute to the curatorial research files and to the information to be used in determining the authenticity and significance of the works of art under consideration for acquisition.

Carries out assigned research on aspects of Contemporary Art as a basis for didactic and Interpretative material to be used for installations of the collections, as well as for the organization of special exhibitions.

Provides research and reference services for the public nationally on the contents of the collection and on specific aspects of contemporary art and participates in educational and informational programmes.

SpecificationsKnowledge

The work requires a knowledge of art history with a specialization in Contemporary Art as well as familiarity with the Gallery's collection of contemporary art. Also required is a good knowledge of established methods and techniques of art historical research and reporting as well as the ability to prepare a concise synthesis of findings. Skill **is** required In cataloguing and presenting information on works of art.

Nature of Work

The work consists of assignments dealing with particular aspects of Contemporary Art to assist and support various programs relating to the documentation, development, display and interpretation of the National Gallery's collection of Contemporary Art.

Also required **is** the ability to solve problems relating to the evaluation of source materials and the organization and presentation of findings.

Professional Responsibility

The work is assigned by the Assistant Curator in terms of specific goals to be achieved and Is reviewed at various stages and on completion for adequacy of research, presentation, completeness and validity of arguments.

Supervision

There is no requirement to supervise staff.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 3

Level: 2

Descriptive Title: Material Culture Researcher

Reporting to Head, Material Culture Research:

Conducts complex research projects in glass and tableware's on at least two or three themes (eg. the French regime or the British military) to provide descriptive and interpretative information to archaeologists, to advise curators and interpretation officers with respect to animation activities, displays, restorations and the furnishing of sites. Prepares or evaluates recommendations on the planning of research. Writes reports, based on findings, which may be used as the final statement or be incorporated into a more comprehensive report, booklets, copy for exhibitions, and articles for popular and/or scholarly journals.

Directs the development of a portion of the reference collection and related research files, selects specimens for inclusion and creates files of supporting documentation. Directs and monitors support staff and associate researchers in documenting the reference collection, and ensures compliance with procedures established by the collection management system.

Provides advice and instruction to other professional staff within and outside the department on the identification of materials in the area of speciality and on general material culture research methodology.

Directs and monitors the work of support staff on an intermittent basis, may be required to supervise an associate researcher, and provides on-site expertise to a project archaeologist as required.

SpecificationsKnowledge

The work requires a good knowledge of Canadian history, art history, anthropology, or archaeology; a detailed knowledge of archaeological methodology and an in depth knowledge of the artifact class of glass and all established methods and techniques used in the search for, evaluation and reporting of, historical and material culture data.

The work requires skill in formulating research design, and in synthesizing data gathered from a variety of sources. Also required is skill in both oral and written communication including the ability to write scientific and technical monographs or reports, as well as scholarly and popular articles.

Nature of the Work

The work consists of conducting complex cross-site or thematic research projects on glass requiring the study of several related topics such as marketing, trade patterns, and social habits and customs, based on the study of large assemblages of archaeological specimens and historical material, within the context of related subject areas such as social, economic, technological, military, and art history.

The work requires locating and/or creating, analyzing and synthesizing data and the development of interpretations and recommendations based on research findings. Also required is determination of priorities in research methodology, preparation of recommendations for scope and direction of future work, coordination of team projects, as well as planning, scheduling, and reviewing the work of others. The work includes identification of resource requirements and bench-marks at the project level.

There is a requirement to direct the development of a portion of a reference collection, to provide advice, information, and training within the area of expertise and on general research methodology.

Professional Responsibility

The work is assigned in terms of overall objectives to be achieved, and is reviewed on completion for attainment of objectives and quality of work. The projects and resulting interpretations are wide in scope and detailed in coverage of the topic, employing a full range of established research technique and methodology. The work entails responsibility for validity of findings and resulting recommendations; assistance is sought from the supervisor on questions involving policies and practices. There is a requirement for participation in functional evaluations, and review of manuscripts prepared by other researchers, within the area of expertise.

Supervision

There occasionally is a requirement to supervise an associate researcher and to direct and monitor the work of support staff on an intermittent or short term basis.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 4

Level: 2

Descriptive Title: Project Historian, Western Region

Reporting to the Regional Historian, Western Region

Plans and conducts historical research as a basis for the establishment, conservation and development of national and historic parks and sites. This entails the search for and analysis of primary, secondary, iconographic and physical sources of historical information pertaining to the site being studied.

Writes and reviews reports based on documentary, graphics and archaeological evidence to support the development and interpretation of historic parks and sites.

Represents the discipline of history on interdisciplinary project teams concerned with all aspects of the history and the presentation of the parks and sites.

Provides assistance, information and advice relating to matters of historical accuracy, courses of action, interpretation, etc., to historical research management, professionals in other disciplines, program officials and members of the public. This may be done through participating in meetings, attendance at conferences or drafting of correspondence.

SpecificationsKnowledge

The work requires a good knowledge of Canadian history and an in-depth knowledge of Western Canadian history based on experience dealing with the sources for the history of that region. It also requires a thorough knowledge of the established methods and techniques of historical research, and the ability to analyze data and produce written reports of professional quality. The work also requires a familiarity with Parks' policies and objectives.

Nature of the Work

The work consists of research on a series of related topics having to do with the history of a specific park or site. It involves the location, assessment, and interpretation of historical evidence and requires the making of recommendations based on research findings.

The work generally requires functioning as a member of an inter-disciplinary project team assigned to the planning and development of a park or site. Results of research are presented both as working reports to the project team, and as written monographs of scholarly quality.

Professional Responsibility

The subject of research, objectives and deadlines are assigned according to objectives and priorities set by research and program management. Within the limits of the assignment, and subject to the changing requirements of the project team, the researcher plans and carries out his research independently, consulting supervisor as required for additional guidance on policy or financial matters. The work is evaluated on completion for professional performance, validity of findings, completeness, attainment of assigned objectives and client (project team) satisfaction with end product.

Supervision

The work does not involve supervision.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 5

Level: 2

Descriptive Title: Project Archaeologist

Reporting to the Chief, Archaeological Research, Atlantic Region:

Plans and directs discrete field investigations, or under the direction of a staff archaeologist, acts as second-in-command for a portion of a major archaeological project on historic and prehistoric sites in the Atlantic Region. Formulates, or assists with the formulation of, research design; maintains site records and related research files. Coordinates with material culture researchers to develop data recording techniques appropriate to both archaeological and material culture research goals for a given project. Analyses and synthesizes various types of data to provide interpretations of archaeological evidence. Prepares technical reports, and scholarly and popular articles, on results of field investigations.

Participates as a functional specialist on interdisciplinary teams to provide information and recommendations relevant to management planning, interpretation, and structural design. Provides support to staff in specific parks through advice and assistance on identification and protection of cultural resources, and creates resource inventories.

Resolves, or assists with resolution of logistical problems related to equipment, staffing accommodations, transportation, and communication associated with undertaking field work in remote locations. Prepares technical correspondence on archaeological matters; gives public lectures, and presents scientific papers at professional meetings. Directs the work of subordinate research or support staff on a project basis, and supervises the work of seasonal field assistants and laborers.

**Specifications**Knowledge

The work requires a thorough knowledge of Canadian history, an in depth theoretical and practical knowledge of prehistoric and/or historic archaeology including field techniques and procedures, and a specific knowledge of a particular subject area (e.g., British/French military fortifications, 19th century fur trade). A good knowledge of Parks' mandate and policies is essential.

The work requires skill in researching, evaluating, and synthesizing archaeological data, and the ability to effectively communicate the results of research in a variety of formats (oral and written).

Nature of the Work

The work includes full responsibility for field investigations (normally, 4-10 person field party; 1-6 month duration; limited excavation or testing, environmental assessment screening, or monitoring construction activity), or responsibility for an entire portion of a major excavation under the direction of a more senior archaeologist. The work requires analyzing and synthesizing field data, and the development of comprehensive interpretations and recommendations based on research findings. Also required is determination of priorities in research methodology, participation in interdisciplinary teams, as well as planning, scheduling and reviewing the work of subordinate staff. The work includes identification of resource requirements and benchmarks at the project level, and the management of logistics associated with undertaking field work in remote locations. The work requires preparation of research data and reports that may stand as the final statement on a site, or may be used for more comprehensive reports by the Staff Archaeologist for a major site.

Professional Responsibility

Work is assigned in terms of overall objectives to be achieved; after assignment, research design and project plan is reviewed. Work is carried out independently, and on completion is reviewed for quality, validity of findings, and attainment of objectives. The work entails responsibility for validity of findings and resulting recommendations; accuracy and reliability of observations are crucial since the opportunity to capture relevant data is gone once the area is excavated. The work requires the use of established standards, guidelines, and procedures. The archaeologist is expected to make recommendations which will increase the ability of Parks to manage its cultural resources; since archaeological research is only part of the total investment in resource management, results of archaeological research affect many other units and programs. There is an occasional requirement to coordinate the work of material culture research in support of a current field project.

Supervision

There is a requirement to direct subordinate research or support staff on a project basis. Field projects require the supervision of seasonal field assistants and laborers.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 6

Level: 2

Descriptive Title: Assistant Curator of Early Canadian Art

Reporting to the Associate Curator of Early Canadian Art:

Advises on the documentation, care and development of an aspect of the collection of Early Canadian Art which includes cataloguing works of art; synthesizing primary and secondary sources on works of art in the collection and adding this new information to the curatorial research files; evaluating loan requests of works of art from the collection; advising the Curator-in-charge and the Restoration and Conservation Laboratory about works of art on display and in storage which require conservation treatment; assisting in establishing the authenticity and art historical and aesthetic significance, and the desirability for the collection of works of art offered as gift or considered for purchase; selecting works of art for consideration for acquisition by the Curator-in-charge.

Conducts research on an aspect of the collection or on specified aspects of art history and related historical fields. The conduct of research projects includes planning, initiating and carrying out research projects according to assigned goals; searching and evaluating primary and secondary sources on works of art in other museums and private collections; synthesizing and interpreting findings.

Makes research contributions, nationally and internationally, about the contents of the collection and on specific aspects of Early Canadian Art in order to support didactic material and programmes related to the displays of the permanent collection and to special exhibitions. The presentation of historical information may take the form of papers, reports, articles, brochures, booklets and catalogues.

Performs other duties such as liaising with other divisions at the National Gallery; advising other government departments, art galleries and museums, and the public in general on questions relating to aspects of Early Canadian Art; attending national conferences.

**Specifications**Knowledge

The work requires a knowledge of the history of art and an in depth knowledge of Early Canadian Art and of the contents of public collections in this field, and of important research sources relevant to the field.

The work also requires a thorough knowledge of the established techniques and methods of art historical research used in the gathering and evaluation of art historical facts and the ability to write clear art historical syntheses and organize displays of works of art.

Nature of Work

The work consists of conducting research on an aspect of the Early Canadian Art collection or on specified aspects of art history and related fields. This requires the searching and evaluating of primary and secondary sources on works of art obtained from a variety of sources such as other art galleries, museums and private collections, libraries and archives. The work requires the synthesis of such information and the development of interpretations or recommendations to enable the cataloguing of

works of art; the evaluation of loan requests; the establishment of authenticity, art historical and aesthetic significance of works of art in the collection and/or offered as gifts or considered for purchase; and the support didactic material and programmes related to displays and exhibitions. This historical information is presented in the form of papers, reports, articles, brochures, booklets and catalogues.

Professional Responsibility

The work is assigned in terms of goals to be achieved and includes planning and executing work independently and developing interpretations and recommendations.

Assistance of the supervisor is sought on questions involving policies and practices.

Work is reviewed upon completion for attainment of objectives, completeness of coverage and for adherence to policies and practices, the quality of work, the validity of findings and the satisfactory selection of works of art for acquisition.

Supervision

The work does not involve supervision.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 7

Level: 2

Descriptive Title: Photo-Archivist  
National Photography Collection

Reporting to the Chief, Acquisitions/Research Section:

Participates in the section's acquisitions program, by locating and obtaining photographic records relating to the history of Canada from government and private sources. Selects and appraises for preservation and in accordance with general selection criteria and guidelines, photographic records from government departments, agencies, private institutions or from private collections to ensure retention of photo records that are of historical or cultural value and recommending the destruction or the return of non-historical photographs.

Accessions photographic records and participates in their preservation and proper custodial care including selecting historically valuable photographic prints and negatives, suggesting and developing preservation techniques, advising on the adequacy of equipment and facilities and guiding staff in these activities.

Writes critical historical introductions to units of photographic prints and negatives, guides professional and support staff in their proper classification.

Conducts research on photo collections, specific photographs or on certain aspects of the historical development of photography and of the relevant period of Canadian history in order to authenticate the historical photographic record and interpret the meaning and significance of photographic records. Provides reference services to the holdings of the National Photography Collection.

Participates in the thematic creation of exhibitions and accompanying publications and may coordinate such exhibitions and publications with various Public Archives Divisions.

Performs other duties such as suggesting changes in methods, policies procedures, possible new research subjects, preparing statistical and progress reports and performing some public relations duties.

SpecificationsKnowledge

The work requires a knowledge of Canadian History, its relationship to North American and European history, a specific knowledge of the history of photography, Canadian photographic developments and of Post 1840 Canadian social, political and economic developments.

Also required is a thorough familiarity with the holdings of the archives and a specialized skill in applying archival principles and techniques to the evaluation, description, arrangement and searching of historical photographs and other historical materials as well as the ability to write clear presentation of research findings.

### Nature of the Work

The work consists of conducting research to provide information enabling the assessment of the authenticity, reliability and interpretations of photographic documentation and involves the synthesis of data on specific topics; the evaluation of collections, appraisal of external collections and recommending the transfer, retention or destruction of such documentation.

The work also requires the analysis of source materials in various subject areas involving photography, in order to determine their relevance, develop interpretations of photographic documentation and to provide finding aids and historical introductions to collections.

The work also requires participating and occasionally guiding support and professional staff, in the correct accessioning, arrangement, storage and conservation of photographic prints and negatives.

### Professional Responsibility

The work is assigned in terms of the goals to be achieved in accordance with guidelines, selection criteria and instructions and includes planning and initiating the search for collections, investigating and authenticating collections and recommending the purchase of collections.

Assistance of the supervisor is requested when difficulties are encountered in the application of selection criteria or inadequacies are identified in disposal instructions.

### Supervision

There is an occasional requirement to guide support and professional staff.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 8

Level: 3

Description Title: Senior Archivist  
Public Archives of Canada

Reporting to the Assistant Director:

Manages the activities of the Pre-Confederation Archives, with responsibility for the appraisal, acquisition, custody and servicing of historical manuscripts, corporate and government records of colonial British North America dated between 1760 and 1867.

Participates in and supervises the work of professional staff in searching for, locating and negotiating the acquisition of archival documents; the development and application of criteria for the monetary and historical evaluation of private papers and corporate records, and reviews recommendations made by staff for the destruction of or the return of non-historical documents.

Supervises and participates in the accessioning, arrangement and storage of historical materials in order to ensure the preservation and proper custodial care of all archival materials in the custody of the section including the planning of finding aids required to service the archival records, and determining and applying appropriate conditions of access to materials for which the unit is responsible.

Conducts and supervises historical research work and reference services in order to interpret the meaning and significance of historical documents, provides information and interpretation on controversial issues in Canadian historiography, establishes the authenticity and reliability of various documents; provides documentation in relation to historical problems and provides advice on the feasibility of undertaking research in a specific subject area.

Performs other duties such as acting as departmental representative on local, national or international organizations and working groups involved in the preservation of historical documents or in historical research.

SpecificationsKnowledge

The work requires a knowledge of Canadian history and of its relationship with North American and European history, and an expert knowledge of the British colonial period of Canadian history.

The work also requires a good knowledge of archival holdings and of the operations, objectives, policies and practices of the Archives.

The work requires the level of professional skill required to plan, coordinate, participate in and review the work of archivists carrying out research projects.

Nature of the Work

The work consists of supervising and participating in the work of the section of the Archives responsible for the acquisition, custody and provision of advice and information on manuscripts and records from the British colonial period of Canadian history.

The work requires the analysis of the interrelationship of large amounts of information on a variety of topics of Pre-Confederation history in order to formulate research objectives to be met by individual staff members and to coordinate and review various research projects in the light of the total programs and purpose of the Pre-Confederation Archives.

Professional Responsibility

The work is defined in terms of the subject area to be covered in accordance with policies and practices established by senior departmental officials. Recommendations for changes in these areas are made to the Assistant Director.

The work entails responsibility for formulating and revising, within established policy, general objectives and priorities of projects, allocating individual projects to staff, adjusting staff assignments as necessary and for reviewing the work carried out in the section for adherence to and attainment of project objectives.

Guidance is sought from the Assistant Director regarding interpretations of departmental policies, changes in established priorities and projects that involve the responsibilities of other sections.

Supervision

The work requires the supervision of staff in the professional and administrative support categories.

**BENCH-MARK POSITION DESCRIPTION**

Bench-mark Position Number: 9

Level: 3

Descriptive Title: Historian

Reporting to the Senior Historian:

Plans, writes and edits historical narratives or reports on major phases of Canadian military history. Defines the coverage of particular studies; determines which aspects are to be given particular emphasis; selects the research techniques and defines the limits of the research; evaluates all pertinent historical evidence; synthesizes research findings; develops a written narrative of the subject and edits the draft for publication.

Plans, assigns and monitors the work of historians and sub staff on a project basis which includes: defining the limits and depth of treatment of specific projects and assigning responsibility for projects; advising on the use and evaluation of source materials and coordinating the conduct of research projects; reviewing and commenting on subordinate's analyses, synthesis and writing style, synthesizing the products of collective research and integrating the findings into narratives or reports for publication.

Provides advice and information in support of the development or modification of policies and programs: historical curricula for staff schools; assesses the accuracy of draft narratives of military history; sources and research techniques as well as assessing and making recommendations as to the value and authority of historical documentary materials.

SpecificationsKnowledge

The work requires a good knowledge of Canadian History, and an expert knowledge of Canadian military history, military affairs and the general history of war, including a grasp of strategy and tactics and of the various national military organizations and doctrines. Skill is required in selecting, evaluating, interpreting and presenting large amounts of historical information and superior skills in the use of such research tools as library and archival holdings, foreign languages, maps, photographs and statistics. The work requires the ability to direct and review the work of professional historians conducting research in specific subject areas as well as coordinate major historical studies.

Nature of Work

The work consists of conducting research and writing for publication historical narratives on particular phases or subjects of Canadian Military history. There is also a requirement to resolve conflicts of historical evidence contained in large amounts of historical information; decide on the proportionate contributions of historical factors to an event; assess the interrelationships of information in order to make interpretive historical judgments on the origins, significance and effects of questions of Canadian military policies and events. The work also requires the solution of problems pertaining to planning, guiding, and commenting upon the work of other professional historians working in specific subject areas.

Professional Responsibility

The work is assigned in terms of the subject to be covered. It entails responsibility for all aspects of the assignment including planning the study, choosing the techniques to be used and making decisions of analysis and explanation of events under study. Guidance is sought from the Senior Historian regarding the use of source materials that may be restricted by security regulations or cause embarrassment to the government or individual persons, obtaining source materials held in private collections or in other government departments requiring negotiations for permission to examine. The work also includes responsibility for recommending historical research projects, allocating research projects to other historians and guiding and reviewing their work.

Supervision

There is a requirement to supervise the work of other historians and sub staff conducting historical research on specific topics or sub topics on a project basis.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 10

Level: 3

Descriptive Title: Staff Archaeologist

Reporting to the Chief, Archaeological Research, Atlantic Region:

Plans, directs, and implements major archaeological excavation projects at historic and prehistoric sites in the Atlantic Region; develops research design and site strategy. Develops cultural resource management programs for parks and sites in the region. Contributes to advances in the field of knowledge, and may establish new approaches. Directs compilation of field data and related research files.

Assigns to subordinate professionals and support staff selected portions of reports on results of excavations; provides professional guidance, reviews and edits the written work of subordinates. Prepares the principal analysis sections of final reports on major excavations, and prepares comprehensive reports based on all supporting research (including interdisciplinary contributions).

Provides advice as functional specialist to planning, interpretation, and structural design teams, to the development of directives, to park staff on cultural resource management issues, and to colleagues within and outside the department.

Allocates and controls project resources, and recommends modifications to program goals arising from interim results of research in a major multi-year project. Presents scientific papers at national and international professional meetings. Supervises professional and support staff on a project basis, and has seasonal supervision of an entire complement required for field work.

SpecificationsKnowledge

The work requires a thorough knowledge of Canadian history, a comprehensive theoretical and practical knowledge of prehistoric and/or historic archaeology including field techniques and procedures, and an expert knowledge of a particular subject area (e.g., Viking period, French military history and fortifications). A thorough knowledge of Parks' mandates and policies is essential. A good knowledge of basic personnel, financial, and administrative practices in order to independently manage field logistics is required.

Skill is required to research, evaluate, and synthesize archaeological and historical data, conduct original research, direct team projects, and effectively communicate the results of research in a wide variety of formats (oral and written).

Nature of the Work

The work includes full responsibility to plan, direct, and implement major archaeological research projects (e.g., 8-25 person field party, multi-season duration, on-site interdisciplinary capacity, major thematic focus, complex features and research problems); to develop cultural research management programs for the region. It includes the application of supervisory and professional skills to plan, organize, control, and evaluate the work of subordinate professional and support staff. The work requires analysis and synthesis of field data, through direct observation and that of subordinate professionals, and the formulation of comprehensive interpretations and recommendations. The work

also requires identifying the requirement for, and coordinating the inputs of, all interdisciplinary research support to the project, and preparing the final report on all research results. The work includes responsibility for field logistics with undertaking archaeological research in remote locations for periods of up to 3-4 months.

#### Professional Responsibility

The work is planned and executed independently, and subject to overall project approval, entails responsibility for the management of project resources. This involves planning, establishing goals, monitoring the work of subordinates, and reviewing subordinates' work for quality and conformance with approved work plans. The work generally requires the application of established techniques, standards, guidelines, and procedures, but may include modification or development of new approaches and recommendation for changes to directives, guidelines, and standards. The work includes critical review of manuscripts by subordinates, as well as that of other researchers within and outside the department within the area of expertise. There is a requirement to provide advice as a functional specialist to officials and colleagues within the department, and colleagues outside, on matters of archaeology. Accuracy and reliability of observations and resulting recommendations are crucial, since the opportunity to capture relevant data is gone once an area is excavated. The archaeologist is expected to make recommendations that could have significant impact on site interpretation, development, and management of resources.

#### Supervision

Continuing responsibility of professional and support staff is required on a project basis, as well as the supervision of the entire complement required for seasonal field work.



BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 11

Level: 3

Descriptive Title: Curator, South and West Asia

Reporting to the Chief, Canadian Centre for Folk Culture Studies:

Plans and organizes research projects in the field of South and West Asia cultures and sub-cultures anthropology across Canada including assessing the implications of Department, Museum and Division policies for this field and recommending or acting accordingly.

Manages and administers the resources required to implement research projects related to the designated field of anthropology.

Plans, assigns and monitors the work of students, curatorial researchers, or assigned anthropologists investigating specific aspects of Canadian South and West Asia cultures through research acquisition or dissemination projects.

Plans the work to be carried out under research contracts, selects contractors, prepares the contract, monitors the progress and assesses the work for validity and conformity to the terms of the contract.

Provides advice and information to departmental officials, visiting scientists and the general public as well as collaborating with scientific institutions and scholarly organizations in assessing the content and presentation of essays, reports, studies and other scientific manuscripts or publications.

Performs other duties such as representing the Division, advising or assisting in folklore matters related to exhibitions, publications, collections, teaching and research; provides anthropological information to other government departments, officials of foreign governments, scholars, ethnic groups and associations, the media and the general public as well as maintaining contact with professional folklorists and anthropologists in academic, museum and government circles and representatives of ethnic communities.

SpecificationsKnowledge

The work requires a knowledge of cultural anthropology, an expert knowledge of the South and West Asia cultural area, as well as a knowledge of the methods and techniques in anthropological research and in museographical fields.

The work also requires skill in searching for, evaluating and synthesizing a variety of information related to cultures and sub-cultures, and presenting that information in a concise report or publication as well as the ability to coordinate the execution of major research studies on this cultural area and a number of related research projects on cultural or sub-cultural components of this area.

Nature of the Work

The work consists of initiating, conducting and coordinating studies on the South and West Asia cultural area in order to identify the cultural patterns of Canadians who immigrated from this area.

The work requires the analysis of the cultures and sub-cultures of origin, the adaptation process and the new cultural patterns after the adaptation process.

The work also requires directing the work of assigned professionals and/or contract personnel, conducting a variety of research studies including administrative arrangements pertaining to artifacts donated or purchased, the dissemination of scientific information about cultural or sub-cultural groups.

Professional Responsibility

The work includes the responsibility for developing and directing all research projects and services in the South and West Asia cultural areas.

The work is performed within guidelines established by the Chief for the Centre and reviewed to ensure that the impact of decisions on other cultural areas has been considered.

Supervision

The work requires supervision of assigned professional staff and direction of professionals working under contract.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 12

Level: 4

Descriptive Title: Curator of European Art

Reporting to the Assistant Director of Collections and Research:

Plans and directs the physical and intellectual care of the collection of historic European Art which includes consulting with the Restoration and Conservation Laboratory (RCL) about the best method of consolidation, restoration and/or cleaning of specific works of art; jointly approving with the Head, RCL, the proposed treatment; setting the conservation priorities within the collections; carrying out a risk/benefit analysis and effectively recommending for or against loans of works of art from the collections; directing and setting standards for the documentation and care of works of art in the collections.

Plans and directs the development of the collections including establishing collecting goals and priorities.

Plans and directs the research programme for the collections and conducts and supervises research in a designated collecting area or on related art historical subjects including establishing and approving research goals and priorities and setting standards for research.

Plans, directs and approves the research contribution nationally and internationally on the contents of the collections and on art history, including setting standards for the conducting of research contributions, in support of Gallery programmes, such as major national and international exhibitions.

Supervises and reviews the work of professional staff, setting standards of work; defining and approving topics or fields of work; advising professional staff on policy and procedures; assessing and reviewing the work of professional staff members.

Performs other duties such as advising Canadian Visual Arts Research and Study Centre on the development of their holdings; advising other government departments, art galleries and museums, and the public in general on questions of historic European Art; contributing to the policies and programmes of the National Gallery generally; evaluating grant submissions and programmes of other government departments, such as the Movable Cultural Property/Canadian Cultural Property Export Review Board, Canada Council and External Affairs; representing the National Gallery at national and international conferences.

SpecificationsKnowledge

The work requires a thorough knowledge of art history with an expert knowledge of historic European Art, demonstrated in published materials; a thorough knowledge of the contents of private and public collections and of the various research libraries and archives in the field; an in depth knowledge of historical art research methods and techniques; as well as knowledge of various methods and techniques best suited to the communication of the cultural and aesthetic values of works of art.

The work requires the application of administrative and professional skill to plan and direct physical, intellectual and conceptual activities; the collection goals and priorities; the research programme, and the national and international contribution in support of major exhibitions, installations and publications related to the NGC's collection of historic European Art.

The work also requires knowledge of the objectives and functions of the NGC as they related to historic European Art.

#### Nature of the Work

The work requires the direction and management of the National Gallery's historic European Art collections program which includes planning and directing the physical and intellectual care of the collections; planning and developing goals and priorities for development of the collections; planning and directing research projects in a designated collection area and on related art historical subjects including establishing and approving research goals, priorities and standards; planning, directing and approving national and international research contribution in support of such Gallery programmes as major national and international exhibitions.

The work requires contributing to the policies and programmes of the National Gallery generally; advising other government departments, art galleries, museums and the public on questions of historic European Art; evaluating grant submissions and programmes of other government departments; and representing the National Gallery at national and international conferences.

#### Professional Responsibility

The work entails responsibility for defining the scope and content of historical research studies, projects and programs, and for their initiation, execution and evaluation. It involves the preparation or approval of research plans, preparation of budgets, annual and multi-year plans. It also involves the modification or alteration of scheduling and budgets at the project level. The work requires establishment of standard, guidelines and procedures pertaining to the conduct of research by professional staff and contract personnel.

The work is performed independently but guidance is sought on matters of policy to ensure that the direction taken is consistent with overall objectives and policies.

#### Supervision

The work requires the continuing supervision of professionals and some support staff or the coordination of professional and support staff assigned for the duration of specific projects. It also requires the management of outside research contracts.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 13

Level: 4

Descriptive Title: Chief, Historical Services, Prairie Region

Reporting to the Director, Programming and Development, Prairie Region:

Plans and develops the historical research program of the Prairie Region as a basis for the establishment of national and historic parks, for the conservation of structures and landscapes associated with those sites, and for the interpretation and presentation to the public of those sites.

Determines human, material and financial resources required to carry out the regional historical research program. Prepares budgets and work plans for the unit.

Assigns resources and staff to research projects according to operational requirements. Manages and controls the resources allocated to the research program. Authorizes and is accountable for expenditures.

Directs the research of a number of professional staff, determining parameters of research projects, monitoring their progress, and evaluating the finished products for adherence to professional scholarly standards, achievement of program goals, suitability for publication.

Participates in regional planning process to ensure that development, recapitalization and maintenance activities take historical consideration into account.

Manages human resources of Historical Services by assigning goals, evaluating performance, guiding staff in selection of sources and application of research techniques as required, recommending training, resolving staff conflicts and taking disciplinary action as required.

Advises regional management on historical matters, and on historical implications of regional activities and policies; participates in formulation of policy at the regional level.

Performs other duties such as organizing conferences and workshops, representing the program at professional conferences or governmental meetings, acting as liaison with provincial heritage programs, acting for Director, as required.

SpecificationsKnowledge

The work requires a comprehensive knowledge of Canadian history, and expert knowledge of Western Canadian History, as well as in-depth knowledge of historical research methods and techniques. It also requires general familiarity with the archival and other institutions holding material relevant to the region's research requirements.

It requires knowledge of and experience in the development, execution and evaluation of historical research projects and programs, and the managerial and professional skills to plan and direct a number of major research studies and professional employees.

The work requires a detailed knowledge of Parks' policies, procedures and objectives.

#### Nature of the Work

The work requires the planning, managing and evaluating of a program of historical research projects and activities, the purpose of which is to inform on matters of national historic importance, through presentation of historic parks and sites, or through the written word.

The work requires the determination of financial and human resources and their most effective deployment to meet program objectives.

It involves evaluation of the work performed by subordinates for completeness, accuracy, achievement of assigned goals, and adherence to policy. It also involves assessment of the work of subordinate staff and other professionals in Parks for possible publication.

The work involves provision of professional information and advice to regional management, including input into functional and operational reviews, and all aspects of the planning process.

#### Professional Responsibility

The work entails responsibility for defining the scope and content of historical research studies, projects and programs, and for their initiation, execution and evaluation. It involves the preparation or approval of research plans, preparation of budgets, annual and multi-year plans. It also involves the modification or alteration of scheduling and budgets at the project level. The work requires establishment of standards, guidelines and procedures pertaining to the conduct of research by professional staff.

The work also involves responsibility for staffing and personnel matters for the unit.

Work is carried out independently, in accordance with the policies and objectives established by regional management.

#### Supervision

The work requires the continuing supervision of a number of professional researchers and support staff.

BENCH-MARK POSITION DESCRIPTION

Bench-mark Position Number: 14

Level: 4

Descriptive Title: Chief, State and Military Records

Reporting to the Director, Federal Archives:

Plans and directs the acquisition program for those state and military records of the Government of Canada having archival value as a basis for making available historically valuable textual records to government departments and the Canadian public.

Directs the description and conservation requirements of the archival holdings, and the provision of research services to these holdings.

Develops and appraises divisional policies relating to the acquisition, control, description and servicing of historically valuable records of the Government of Canada.

Directs the research of a number of staff, determining parameters of the research to be undertaken based on current research trends. Evaluates performance of staff for adherence to policy and achievement of program goals, ensuring their correlation with departmental objectives. Allocates staff to specific subject assignments and research projects directed at the attainment of the program.

Determines and identifies human material and financial (microfilming) resources required for the program, prepares work plans and budget forecasts. Manages and assigns resources and staff allocated to the research program.

SpecificationsKnowledge

The work requires a comprehensive knowledge of Canadian history and an expert knowledge of state and military history as well as in depth knowledge of archival methods and techniques. The work requires a good knowledge of Access to Information and Privacy legislation, and a thorough knowledge of Treasury Board administrative policies relating to records and privacy and access issues. A thorough knowledge of the records retention and disposal system of the government is also required.

It requires knowledge of and experience in the development, execution and evaluation of historical research projects and programs, and the managerial and professional skills to plan and direct a number of professional staff engaged in working on discrete research projects forming part of a research program.

The work requires a detailed knowledge of Public Archives and central agency policies, objectives and procedures as they relate to the management of the program.

Nature of Work

The work requires the planning, managing and evaluating of a program of historical research projects and activities, the purpose of which is to develop comprehensive archival holdings of federal government involvement in state and military affairs for the use of government and other research.

The work requires the determination of financial and human resources and plan for their most effective deployment to meet program objectives.

This involves the evaluation of the work performed by subordinates for achievement of goals and objectives and adherence to government and departmental policies and regulations as these relate to the acquisition, processing and servicing of government records. Also required is the ability to interpret the meaning and significance of historical documents and provide interpretations of controversial issues of Canadian historiography. Also required is the provision of professional advice by staff of the section to the research public, the media or academic community in the subject areas of the position.

#### Professional Responsibility

The work entails responsibility for defining the scope and content of historical research studies, projects and the overall program, and for their initiation, execution and evaluation. It involves the preparation or approval of research plans, and preparation of annual and multi-year plans. It also involves the modification or alteration of the scheduling of projects. The work requires establishment of standards, guidelines and procedures pertaining to the conduct of research by professional staff.

The work also involves responsibility for staffing and personnel matters for the unit.

Work is carried out independently, in accordance with the policies and objectives established by management.

#### Supervision

The work requires the continuing supervision of a number of professional researchers and support staff.