

Job Description

For Archive Assistant Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Archive Assistant	JEID	E0006
Salary Grade:	Band D £18,426 - £18,795 pro rata for 21 hours per week		
Team:	County Record Office, Warwick		
Service Area:	Heritage and Cultural Services		
Primary Location:	County Record Office, Priory Park, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Principal Archive Assistant		
Responsible for:	None		

Role Purpose

The postholder will be a member of the Public Service Team, and will be involved in the delivery of a service to the public. A significant portion (70%) of the job will be spent digitising documents from the CRO collections. The postholder's duties will be divided between the digitisation suite, public searchroom, the strongrooms, and the reception area. The role is for 21 hours per week Weds-Fri. There will be the opportunity to work some additional hours on a rota and the postholder will be expected to cover the occasional Saturday (9.30-1.00). Fixed term 6 months.

Role Responsibilities

Please note: This job description reflects the duties at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or level of responsibility entailed.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Archive Assistant
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Main Tasks

- Digitisation Duties:
- To become accomplished in using digitisation equipment on a regular basis and to troubleshoot minor technical problems
- Efficiently scan a range documents of different shapes and sizes
- Carefully handle the documents in such a way as to not damage them
- Record digitisation data accurately
- Searchroom Duties:
- Fetch and return documents located in the strongrooms as required by the public and staff on a daily basis
- Lift and carry a range of documents of different shapes and sizes which include rolled maps, bundles of deeds and bound newspapers around 10 kg in weight
- Supervise readers in all aspects of searchroom regulations
- Supervise searchroom in temporary absence of Duty Archivist
- Provide photocopies as required subject to office procedures
- Provide basic assistance to readers in the use of source material, including searchroom catalogues, indexes and on-line resources
- Answer a range of postal and email enquiries
- Ensure strongrooms are left secure at night
- Provide basic ICT assistance
- Reception Duties:
- Provide a reception service for all readers, visitors, contractors, deliveries and telephone callers
- Ascertain new readers' requirements, register them as appropriate, and explain record office procedures. Maintain registration system and statistical analysis thereof
- Be responsible for security in the reception area, controlling entry to and from the searchroom and oversee the operation and security of the till and donations box
- Operate and monitor various ICT equipment such as the searchroom video security system and the public PCs
- Sell publications and other shop items and keep sales record of same. Assist with stocktakes
- Maintain noticeboards and keep reception area tidy
- Encourage customer feedback, distribute and explain customer questionnaires, and advise Senior Archivist on feedback
- Other Duties:
- Set up and dismantle IT equipment as required
- Maintain the Document Production database and others as required
- Uphold the Directorate Equal Opportunities and Health and Safety policies
- Assist with inputting of data into CALM software, as directed by an Archivist
- Assist Office Manager with clerical work
- Other duties as required, commensurate with the grading of the post

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

4 GCSE passess (or equivalent) to include English and Maths	AID
Ability to carry out the duties as set out in the job description. A high level of stamina and physical fitness such as to enable you to work on your feet for long periods; lifting and carrying items of up to 10kg in weight from the strongrooms is an integral part of this post.	AIT
Ability to operate office procedures and regulations consistently and to file documents accurately.	AI
Ability to maintain confidentiality.	AI
Ability to work as part of a team and with staff at all levels, being reliable and punctual	AI
Ability to work independently and to use one's initiative.	AI
Good communication skills and the ability to deal with members of the public confidently and with tact. Enjoys working with people and has a commitment to providing a high quality of service to all users.	AI
An ability to learn and retain information and to disseminate to colleagues and the public	AI
A positive attitude to change	AI
A flexible approach to working arrangements. The postholder is required to work Weds-Fri and to cover the occational Saturday and evening if required.	AI
Ability to multi-task and to work effectively under pressure.	AI
An ability to concentrate and maintain focus on a specific task for an extended period of time.	AI
A systematic and methodical approach to work.	AI
A level of literacy, which includes the ability to sort alphabetically	AI
Experience of IT systems	AI
Numeracy skills including competency in handling cash.	AI

Desirable Criteria

Assessed By:

Experience of digitisation	AIT
An awareness of Health and Safety in a public building environment.	AI
An interest in local and family history and heritage	AI
Understanding of social media	AI

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse

<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	