

# Job Description

## For Non-Streamlined 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:	<b>Conservator (casual)</b>	JEID	M0421
Salary Grade:	<b>£23,836 - £26,317</b>		
Team:	<b>Conservation Unit</b>		
Service Area:	<b>Heritage and Culture Warwickshire</b>		
Primary Location:	<b>County Record Office</b>		
Political Restriction	<b>This position is not politically restricted</b>		
Responsible to:	<b>Senior Conservator</b>		
Responsible for:	<b>Volunteers in the Conservation Unit</b>		

#### Role Purpose

To support the Warwickshire County Record Office Senior Conservator and the Conservation team with the provision of archival conservation and preservation services during internally and externally funded Projects.

#### Role Responsibilities

1. To undertake practical conservation and preservation work and work independently on a range of archival material and printed books, maps, prints, photographs etc., in accordance with office policy and professional standards as directed by the Senior Conservator. Work will be done on standard format as well as large format items.
2. To supervise, give guidance and advice as required to the volunteers helping in the Conservation Unit.
3. To support the Conservation Unit and office as a whole with the monitoring of the environmental conditions of the storage areas and check the functionality of the environmental systems as needed.
4. To help with the CRO's learning and outreach functions and take part in demonstrations, talks and workshops with the public.

5. To work with the Conservation Unit assisting with project related promotional events, and the productions of display of archives and exhibitions.
6. To maintain records of conservation and other work, including the production of risk and safety assessments especially where there is the need to handle equipment and chemicals for specific conservation activity, e.g. COSHH.
7. To obtain details of suppliers and costs of materials and equipment at the direction of the Senior Conservator and monitoring the stocks held in liaison with other Conservation staff.
8. To liaise with Archivists and Archive Assistant teams and advise on and promote conservation to other sections of the County Council and outside bodies and individuals, as appropriate.
9. To monitor current professional trends in conservation and preservation practice and maintain a specialist technical knowledge in archive conservation.
10. To deputise for the Senior Conservator when required and other duties as required.

## 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:

Recognised professional qualification in paper/archive conservation	A,D
Have worked in a Local Authority Conservation Unit of a minimum of 5 years	A,D
Competence and confidence in using Information Technology	A,I
Awareness of COSHH and Health & Safety issues and ability to create risk assessments	A,I
Systematic and methodical approach to work	A, I
Knowledge of latest developments and techniques in archive conservation theory and practice	A,I,D
Excellent Manual dexterity and practical ability to produce work in accordance with agreed standards and timescale	A,I,T
Knowledge of principals of environment control and monitoring	A,D
Ability to make effective decisions and exercise good judgement	A,I

Ability to work effectively under pressure and to meet deadlines	A,I
Ability to communicate clearly and effectively in person, in writing and on the telephone	A,I
Ability to work effectively independently as well as within a team and with staff and volunteers at all levels	A,I,R
Knowledge of disaster response procedures	A,D
Ability to supervise volunteers and give instructions and feedback on performance	A, I
Flexible approach to working arrangements and irregular weekly hours	A.I

### Desirable Criteria

Assessed By:

Accredited Conservator/ Restorer (ACR) or a Registered member of the Society of Archivists	A,D
Knowledge of reprographic and surrogate production including microfilming, digitisation and photography	A,I
Ability to design and execute high quality displays and exhibitions	A,I
Ability to travel effectively throughout the County or beyond if required	A,I

## 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 type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input 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 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 type="checkbox"/> Significant use of computers (display screen equipment)	<input 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 checked="" type="checkbox"/> Work with skin irritants/ allergens. <i>Occasional</i>
<input checked="" type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels) <i>Occasional</i>	<input checked="" type="checkbox"/> Work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) <i>Occasional</i>
<input checked="" type="checkbox"/> Work requiring respirators or masks. <i>Occasional</i>	<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. <i>Occasional</i>
<input type="checkbox"/> Other (please specify):	