

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:	Telling Our Own Story Project Archivist	JEID	M0490
Salary Grade:	Grade I (£29,439)		
Team:	County Record Office		
Service Area:	Heritage and Culture Warwickshire		
Primary Location:	Warwickshire County Record Office		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Archivist		
Responsible for:	Volunteers		

Role Purpose

To seek out and work with communities across Warwickshire who care for records and support them to safeguard their records and to allow greater access to records for those within their own community and other communities within Warwickshire and beyond and deliver the outcomes of the project as specified in the project plan and bid.

Role Responsibilities

- To identify records / collections held within the community.
- To support communities in storing and caring for their collections.
- To support communities in understanding and recording their collections.
- To hold workshops and develop a training programme to support communities in storing and caring for and also understanding and recording their collections.
- To assemble a directory of records / collections held within the community to allow access.
- To promote collections held within the community.
- To ensure that policies and procedures are maintained within the office.
- To maintain and develop the appropriate skills and approaches necessary for the effective performance of the post.
- To uphold the Directorate Equal Opportunities and Health and Safety Policies
- To undertake any other duties as required which are commensurate with the grading of the post.

Other post details

- 37 hours per week: The postholder needs to be able and willing to adopt a flexible work pattern, in accordance with the needs of the project
- 26 week fixed term contract
- Annual leave and bank and statutory holidays as per Warwickshire County Council's provision.
- Agile working in operation, but subject to the operational requirements 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:

Post-graduate qualification in Archive Administration	A, D
Experience of working in a record office	A, I
Competence and confidence in using Information Technology and experience of using Calm for cataloguing	A, I
Practical experience of reading, understanding, interpreting and cataloguing archival collections	A, I, T
A systematic, methodical and accurate approach to work	A, I
Ability to set documents from community collections into a broader social history context	A, I
Ability to communicate clearly and effectively in person, in writing and on the telephone and deliver presentations and training	A, I, P
Ability to work effectively under pressure and to meet deadlines within the context of a finite project timescale	A, I
Understanding of the requirements and implications of legislation such as Freedom of Information Act 2000, Data Protection Act 1998, Environment Information Regulations 2004, Copyright, designs and Patents Act 1988 and how these are relevant to archives	A, I
Ability to travel efficiently throughout Warwickshire; must be able to drive, have a full, valid UK driving licence and have a vehicle available for work (vehicle must be insured for business use).	A, I
A commitment to anti-discriminatory practices in employment, training and service delivery. All members of staff must take personal responsibility for implementing the Corporate Equality & Diversity Strategy.	A, I
A commitment to providing a high quality of service.	A, I
Reliable, trustworthy and punctual.	A, I
A commitment to ensuring that health and safety responsibilities are carried out in accordance with the Directorate's Health & Safety Policy and Procedures.	A, I

Desirable Criteria

Assessed By:

Experience of working with community archives and engaging communities	A, I
Experience of using social media sites or a willingness to learn about using websites to promote the collection	A, I
Experience of developing talks and/or exhibitions to engage public interest	A, I
Experience of a local authority record office environment	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 checked="" 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 checked="" type="checkbox"/> Lone working on a regular basis	<input 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 checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input 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 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):	