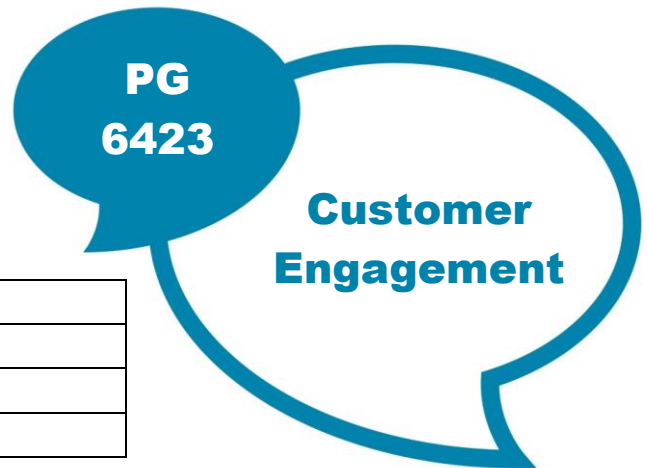


# Post Specification



<b>Date</b>	<b>September 2015</b>
<b>Post Title</b>	<b>Archives Assistant</b>
<b>Role Profile</b>	<b>CE8ii</b>
<b>Final Grade</b>	<b>Grade 8</b>

**To be read in conjunction with your role profile**

<b>Service Area (brief description)</b>	
Working within Community Services.	
<b>Purpose of this post</b>	
To help deliver a secure and efficient service to all users of the Archive Service, including advice and guidance to researchers, clerical duties and collection management tasks.	
<b>Key job specific accountabilities (max 5)</b>	
<ol style="list-style-type: none"> <li>1. Collection Management – Assist in the conservation, preservation, accession, catalogue and indexing of archives in accordance with international standards of description to ensure they are widely available to researchers</li> <li>2. Advice - Advise visiting and remote enquirers about the range of archives and local studies sources relevant to their research; and answer enquiries about the history and topography of the county, its people and its records.</li> <li>3. Research – Undertake research on behalf of clients and the council as required.</li> <li>4. Promotion - work within the Council and externally, to encourage the use and appreciation of archives and local studies material.</li> <li>5. Legal - Protect the rights and interests of all depositors, archive owners and data subjects, and ensure that all conditions of deposit, legal requirements relating to the care and custody of documents, and best practice are researched and observed.</li> </ol>	
Please note annual targets will be discussed during the appraisal process	
<b>Key facts and figures of the post</b>	
Budget responsibilities	Nil
Staff management responsibilities	Nil
Other	<ul style="list-style-type: none"> <li>• Handling archives which are unique and irreplaceable and which can have a high financial value</li> </ul>
<b>Post Specific - Qualifications, knowledge, experience and expertise</b>	
NVQ 3 or 4, or equivalent, or equivalent experience including knowledge and experience as set out in the role profile (see below link)	

<http://www.intouch.ccc/elibrary/Content/Internet/536/671/3305/40451162422.pdf>

### **Job working circumstances (only include extra-ordinary circumstances)**

<b>Emotional demands</b>	<ul style="list-style-type: none"> <li>Occasional need to deal with dissatisfied customers</li> </ul>
<b>Physical demands</b>	<ul style="list-style-type: none"> <li>Role involves regularly lifting and carrying heavy archives, climbing stepladders, and working in awkward/constrained spaces in strongroom, outstores, and depositors' premises</li> </ul>
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>Occasional unpleasant external working conditions (associated with outstores and some depositors' premises) May necessitate protective equipment to be used when required.</li> <li>Requirement to travel around the county collecting archives from depositors, and for other reasons</li> <li>Flexible approach to working hours including occasional Saturdays</li> <li>Key-holding responsibilities for archive and local studies centre, with potential to be called out for alarms</li> </ul>

### **Other Factors**

1. Advise visitors and remote enquirers on the range of archive and local studies sources relevant to their research in person and by 'phone, letter and email.
2. Help to oversee the search room, including the public use of archive and library sources and the Reader's Registration System, to ensure the safety and protection of unique and irreplaceable archives and printed works from theft, loss and mishandling, and to safeguard the evidence that they contain.
3. Undertake general support duties including compiling and collating statistics, filing, receiving payments and issuing receipts.
4. Follow service and legislative guidelines to ensure that the legal rights and interests of all depositors, archive owners and data subjects are protected.
5. Efficient retrieval of documents from the strongroom on request for researchers to consult and to replace them safely and accurately after use.
6. Help to sort and accurately catalogue and index archives according to in-house and recognised standards, to produce high quality finding aids and reference tools to improve access to collections.
7. Copy/ digitise documents as required, taking into account their physical condition and the requirements of copyright legislation, to meet preservation and access requirements.
8. Assist in promoting the use of archives by contributing to outreach activities, displays, website content and introductory service tours.