

JOB DESCRIPTION

Post Title: Senior Archives Assistant	Director/Service/Sector: Public Health, Inequalities and Stronger Communities – Communities – Archives.		Office Use
Grade: Band 3	Workplace: Northumberland Archives - Woodhorn		JE ref: 4387 HRMS ref:
Responsible to: Senior Archivist	Date: Nov. 2023	Manager Lever:	
Job Purpose: To provide an advisory service to searchroom users; to distribute and respond to email and telephone queries; to undertake research requests; to participate in our digitisation and digital preservation programmes including the distribution of work and ensuring that it is achieved to standard and deadlines; to ingest digital content to PRESERVICA; to be the main point of contact for Northumberland coronial staff with responsibility for cataloguing coroners’ records and dealing with coronial enquiries; inputting data to CALM; under the supervision of an Archivist participating in our on-going cataloguing programme; participating in and supporting our programme of outreach activities.			
Resources	Staff	Supervision of Archive Assistants whilst on searchroom duty.	
	Finance	None.	
	Physical	Responsible for undertaking a range of archival duties including handling archival documents, maintaining systems to manage historical records and data. Will be required to lift, bend, and carry; using allocated equipment to access records in the archive storage facility;	
	Clients	Members of the public, Northumberland County Council colleagues and external bodies and partners.	
Duties and key result areas: 1. To participate in our searchroom rota, providing an advisory service to members of the public, ensuring searchroom is invigilated effectively and assisting users with queries. 2. To supervise the work of the Archive Assistants whilst on searchroom duty. 3. To be responsible for monitoring incoming enquiries and distributing to staff. 4. To undertake charged for research enquiries and preparing reports for clients. 5. To participate in Northumberland Archives digitisation programme – digitising archival material to sector standards for clients and staff members. 6. To participate in Northumberland Archives digital preservation programme – being responsible for ingesting material to PRESERVICA, allocating work to other staff members and ensuring that this work has been undertaken to accepted standards. 7. To participate in Northumberland Archives cataloguing programme – cataloguing records under the supervision of an Archivist with responsibility for coroners and planning records. 8. To be the main contact with the Northumberland Coronial Service - liaising with the coroner’s team regarding requests for access to/copies of files, locating and digitising files for queries, keeping records of copies provided and associated costs. and ingesting digital records to PRESERVICA.			

9. To participate in Northumberland Archives outreach programme by representing the service at outreach events and activities and assisting with the publicity and promotion of these events.
10. To take reasonable care for your own health and safety at work, for that of services users and for other persons who may be affected by your actions or omissions at work.
11. To participate in the identification of personal training and development needs and to make full use of all training and development opportunities.
12. To undertake such other duties as consistent with level, nature and grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Ability to meet the transport requirements of the post.
Working patterns:	Normal office hours but flexi-hours may apply if colleagues are able to provide cover. Regular weekend working and some evening working is required.
Working conditions:	Mainly indoors with some exposure to working alone. Requirement to lift and carry unwieldy documents and to use ladders for document retrieval. Expected to work at other sites – Berwick Record Office and County Hall , Morpeth, and other sites to assist with the appraisal and collection of records.

PERSON SPECIFICATION

Post Title: Senior Archive Assistant	Director/Service/Sector: Public Health, Inequalities and Stronger Communities – Communities – Archives.	Ref:4387
Essential	Desirable	Assess by
Knowledge and Qualifications		
Good general education. Knowledge of family and local history sources.	ECDL or equivalent. Knowledge of digitisation processes. Knowledge of digital preservation. Knowledge of PRESERVICA. Knowledge of CALM collections management system.	a & i
Experience		
Experience of inputting data to a computer. Experience of report writing.	Experience of staff supervision. Experience of undertaking detailed research. Experience of working in an archive or similar public facility.	a & i
Skills and competencies		
Ability to write effectively. Numeracy skills. Strong IT skills. Strong research skills. Ability to communicate effectively with colleagues. Ability to work effectively as part of a team. Ability to work to deadlines and manage time effectively. Ability to work effectively with minimum supervision. Ability to pay attention to detail. Ability to work with unwieldy records.		a & i
Physical, mental and emotional demands		
Normally works from a seated position with some need to walk, bend or carry boxes containing paper records. Some contact with public/clients in dispute with the County Council.		a & i

Other		
Pleasant and professional manner. Dependable, reliable and keeps good time. Demonstrates high standards of honesty, integrity, openness, and respect for others. Able to meet the transport requirements of the post. Ability to lift and carry archive material. Must be prepared to undertake regular evening and weekend working.		a & i

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits