

## JOB DESCRIPTION

Post Title: Archives Assistant		Service: Northumberland Archives		Office Use	
Grade: Band 2		Workplace: Northumberland Archives- Berwick Record Office			JE ref: 4342
Responsible to: Senior Archivist (Berwick)		Date: September 2023		Manager Level:	
<b>Job Purpose:</b> To support the efficient operation of the Northumberland Archives Service by undertaking behind the scenes tasks to preserve the archives in the Berwick Record Office. The postholder will support other archive staff by undertaking collection care duties to ensure the long term preservation of the archives is high quality in preparation for their move to another site.					
Resources		Staff	No direct responsibility.		
		Finance	No direct responsibility.		
		Physical	Will be required to lift, bend and carry using allocated equipment and tools in accessing records in the storage facility.		
		Clients	Dealing with partner organisations and NCC colleagues		
<b>Duties and key result areas:</b> <ul style="list-style-type: none"><li>1. Collect and return archive materials to and from storage</li><li>2. To carry out a box audit of the collections to ensure that items are in the correct place and correctly packaged</li><li>3. To repackage documents to appropriate Archival standards.</li><li>4. To handle archival material appropriately and advise others how to do the same.</li><li>5. To input, maintain and retrieve information from a CALM cataloguing database as well as other standard Office spreadsheets.</li><li>6. To assist with the processing of new deposits of records both on and off-site.</li><li>7. To assist with outreach activities including social media.</li><li>8. To undertake basic digitisation and photocopying duties</li><li>9. To answer telephone and basic email enquiries</li><li>10. To undertake basic research enquiries under the supervision of more senior members of staff.</li><li>11. To prepare the public area for users prior to opening and to close it down again at the end of the day.</li><li>12. To participate in the identification of personal training and development needs and to make full use of all training and development opportunities.</li></ul>					
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.					
<b>Work Arrangements</b>					
Physical requirements:		Involves long periods on feet, some ladder work and lifting and carrying.			
Transport requirements:		Will involve travel to other sites or training venues throughout the County and possibly further afield on occasion.			

Working patterns:	Normal office hours but flexi-hours may apply if colleagues provide cover.
Working conditions:	Mainly indoors

## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Service:</b>	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
An understanding of the role of Archives An active interest in and knowledge of Archives	A knowledge of Northumberland's history	
<b>Experience</b>		
Proven ability to work as part of a team	Experience of archive/collections work	
<b>Skills and competencies</b>		
Good level of numeracy and literacy skills Good written and verbal communication skills Word processing, inputting and computer skills	A strong attention to detail Knowledge of image, audio and/or video editing software.	
<b>Physical, mental, emotional and environmental demands</b>		
Need to maintain general awareness with lengthy periods of enhanced concentration. Need to work long periods standing. Lifting and carrying required. Working with ladders to retrieve items from high shelving.	Appreciation of Data Protection issues. Ability to deal sensitively with confidential and emotive material and the people wishing to access it.	
<b>Motivation</b>		
Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued Proactive and achievement orientated Committed to providing a high level of customer care Works with little direct supervision. Ability to remain calm in difficult situations Ability to manage time and prioritise workload		
<b>Other</b>		
Able to meet the transport requirements of the post		

Prepared to work flexible hours including evenings and weekends  
Prepared to work extra hours if required

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