

JOB DESCRIPTION

Post Title: Digitisation Assistant		Director/Service/Sector: Public Health, Inequalities and Stronger Communities – Communities – Archives.		Office Use
Grade: Band: Band 2		Workplace: Northumberland Archives		JE ref: 4395
Responsible to: Commercial Development Manager		Date: 27/02/2024	Manager Level:	
Job Purpose: To provide digitisation support to Northumberland Archives by undertaking client digitisation orders, appending content to our electronic catalogue, digitising series of records making them available for public consultation; adding and editing content within Reading Room; preparing content to support exhibition, social media and volunteer activity, preparing content for social media, offering digitisation support to volunteer groups, supporting Northumberland Archives digital preservation programme, supporting Northumberland Archives Reading Room project and supporting the maintenance of our website.				
Resources	Staff	None		
	Finance	None		
	Physical	Handle delicate archival material; retrieving this from strongroom shelves with use of ladders as appropriate.		
	Clients	Interaction with colleagues, external clients, members of the public and office volunteers.		
Duties and key result areas:				
<div>1. Digitising archival material as requested via client orders, staff members and for external client projects.</div> <div>2. Adding digital content to our digital library.</div> <div>3. Appending digitised content to our CALM catalogue.</div> <div>4. Web-mounting digital content.</div> <div>5. Preparing content for social media.</div> <div>6. Adding and editing content to Reading Room.</div> <div>7. Ingesting digital content to PRESERVICA - a digital preservation system.</div> <div>8. Working with staff members to assist in the preparation of exhibitions.</div> <div>9. Participating in our programme of digital preservation.</div> <div>10. Supporting volunteer digitisation training.</div> <div>11. Uploading content to our website.</div> <div>12. Participating in outreach activity.</div> <div>13. To take reasonable care for your own health and safety at work and that of service users and for other persons who may be affected by your actions or omissions at work.</div> <div>14. To participate in the identification of personal training and development needs and to make full use of all training and development.</div> <div>15. To undertake such other duties as are consistent with the level, nature and grade of the post.</div>				
Work Arrangements				
Physical requirements:		Sedentary office work with need to stand, walk and lift.		
Transport		May involve travel to venues across Northumberland. Ability to meet transport requirements of the post.		

requirements:	
Working patterns:	Normal office hours (3 days per week) but flexi-hours may apply if colleagues provide cover. Possible attendance at evening and weekend meetings.
Working conditions:	Mainly indoors. Requirement to lift and carry archival material.
Hours:	21 hours per week.

PERSON SPECIFICATION

Post Title: Digitisation Assistant	Service: Information Services - Northumberland Archives	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
Good standard of general education. Detailed knowledge of Photoshop. Detailed knowledge of social media.	Knowledge of digitisation standards. Knowledge of digital preservation. Knowledge of website maintenance. Knowledge of archival sources. Knowledge of photography.	
Experience		
Experience of using digitisation equipment. .	Experience of working in an archive or library environment. Experience of handling archival sources. Experience of using cameras.	
Skills and competencies		
Strong IT skills. Numeracy skills. Ability to pay attention to detail. Ability to work effectively as part of a team. Ability to plan work and to keep to agreed timetables. Ability to communicate effectively with clients, colleagues and with volunteers. Ability to use social media effectively. Ability to work to deadlines. Ability to work effectively with minimum supervision. Ability to work with unwieldy records and to handle records delicately. Personable nature and skills in interacting with members of the public.	Ability to present to groups. Design skills Interest in and knowledge of the history of Northumberland.	
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Some contact with public/clients in dispute with the County Council.		
Other		
Able to meet the transport requirements of the post		

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