

# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	<b>Senior Archives/Conservation Assistant</b>		
<b>GRADE:</b>	G5	<b>SERVICE AREA:</b>	Resilient Communities
<b>JOB CODE:</b>	EE181SENIG5		
<b>REPORTS TO:</b>	Senior Archivist	<b>LOCATION:</b>	Lichfield Street Hub (Central Library & Archives)
<b>SPECIAL CONDITIONS:</b>			

## 1. Main purpose of the job role:

The post holder will support the effective, day to day operational delivery of the Walsall Archives, ensuring the service engages with local communities and offers the highest possible standard of customer care and experience, in line with best practice.

Supporting the Senior Archivist to deliver a joined up service, working towards increased sustainability with clear strategies in place to enable the selection, management and preservation of digital, paper records and artefacts.

Assist in monitoring performance to improve quality and effectiveness to ensure the objectives of the service are achieved, in line with agreed targets and the Service Business Plan.

Maintain the Health & Safety and building management facilities of the Site, by consulting with other Council service areas e.g. Integrated Facilities and/or Estates.

## 2. Role specific duties and accountabilities:

1. Support the Senior Archivist in delivering an effective service ensuring;
  - a consistent standard of customer care is maintained and the service is delivered efficiently to the public, in accordance with the Council's policies and relevant legislative requirements
  - all manual and computerised information is maintained in-line with the Council's data management and control requirements (Forum for Information Governance and Assurance - FIGA)
  - timely and efficient collection and collation of financial and statistical information is readily available to enable a periodic review of service delivery and fees and charges
  - ordering of conservation supplies and materials and control of stock for publications
  - ensuring that effective communication is maintained in the interests of providing a coordinated service.
2. Assist in marketing and promoting the service and materials, by arranging exhibitions on Local History matters, to all users and potential users, to attract a multi-disciplinary audience.

3. Contribute to the acquiring and accessioning of new archival material in accordance with the Centre's Archive Acquisitions Policy.
4. Assist in the appraising of conservation needs of collections and liaise with staff in respect of appropriate treatment, in line with the Centre's Conservation Policy.
5. Support the acquisition, cataloguing, classification and conservation work of the Centre's resources, maintaining environmental conditions and accurate records of work.
6. Actively support the participation in schemes that improve customer experience, enable staff development and, where appropriate, seek external accreditation.
7. Assist in reviewing and developing local systems and processes for the purpose of listing, indexing, guides and cataloguing to the collections.
8. Support the effective delivery of projects, within agreed time constraints and report to the Senior Archivist.
9. Maintain appropriate links between departments to ensure the service meets corporate and locally set quality standards.
10. Through the Senior Archivist deal with enquiries on behalf of the service
11. Ensure the excellent presentation of the Walsall Archives and that all information/resources are accurate and up-to-date at all times.
12. Develop and maintain relationships with key stakeholders internal and external.
13. Represent the Centre and participate in working groups/task groups and be fully involved in team and service planning.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Senior Archives/Conservation Assistant		GRADE G5
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
1. Knowledge of book/archival cataloguing standards and databases	A/I	2
2. Ability to demonstrate excellent communication skills in order to interact and communicate with a wide range of customers in a face to face environment and via the telephone.	A/I	3
3. Able to work accurately and effectively to achieve tight deadlines and targets within set procedures.	A/I	3
4. Ability to provide information and advice to members of the public, managers and staff from other service areas.	I	3
5. Demonstrate a strong commitment to customer care.	I	3
6. Demonstrate an understanding of data protection and the requirement to protect customers' confidentiality and personal information at all times.	I	3
7. Have a flexible and proactive approach to work with the ability to work as part of a team to support colleagues as and when needed.	A/I	2
8. Demonstrate an ability to prioritise own workload and make appropriate decisions when required	I	2
9. Demonstrate a calm manner with the ability to deal with difficult situations including persons who may be irate or upset.	I	3
10. Competent in working with a wide range of ICT applications with the ability to maintain databases and records	A/I/T	2
11. Ability to research information from a variety of sources	A/I	2

<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.			
12. Experience of working within an archive environment within the leisure and/or culture industry		A/I	2
13. Experience of dealing with members of the public within the leisure and/or culture industry		A/I	2
14. Experience of delivering excellent customer service		A/I	2
Evidence of continuous professional development (where applicable)			
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
<ul style="list-style-type: none"> <li>• A good standard of English and Maths at GCSE Level or equivalent</li> <li>• NVQ Level 3 or equivalent experience</li> <li>• Track record of, and commitment to, continuous personal and professional development</li> </ul>		A/I	2
<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		I	2
Awareness of, and commitment to, confidentiality and handling data		I	2
<b>Prepared by:</b>	M Kaur	<b>Date:</b>	Oct 2021