Senior Archives Assistant
19,430 – 24,964 pro rata
Library of Birmingham
18.25 including one late night per week and Saturdays by rota
Fixed Term Contract for 12 months (Maternity cover)

We are looking for a highly motivated and enthusiastic assistant to join our ambitious Archives and Collections team. As a key part of the team you will help to deliver our public service, make contributions towards service and collections development, with the opportunity to participate in a wide range of duties including engagement activities.

You will have had previous responsibilities in terms of public service delivery and will be interested in archives and local history. Day-to-day, you will contribute to the administration and delivery of our busy public service.

You will be able to work flexibly, understanding the requirement to change priorities according to the needs of the service, you will be comfortable working as part of the wider collections team, and you will be keen to participate in the variety of activities undertaken at the Library of Birmingham.

For informal enquiries please contact Corinna Rayner on 0121 303 6779

Ref: PL2832017

Closing date: 3 October 2017
Interview date: 18 October 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment
Job Description

**JOB TITLE:** Senior Archives and Collections Assistant  
**GRADE:** GR3

**DIVISION:** Library of Birmingham  
**SECTION:** Library Resources

**JOB PURPOSE**

To support the Archives & Collections Coordinator and Archives & Collections Manager in delivering the Archives & Collections public service and day to day operation of the public search room.

**DUTIES & RESPONSIBILITIES**

1. To deliver an efficient and effective front line Archives & Collections service.
2. To ensure that enquiries are handled efficiently and effectively.
3. Assisting senior staff with the preservation, cleaning and repackaging of the Library of Birmingham's archival collections.
4. Advising members of the public on the handling of materials and on the use of ICT and digital resources.
5. Educating customers in study, retrieval and information navigational skills, through face to face and online services.
6. Helping customers with the provision of photocopies, microprints, photographic and digital copies of items.
7. Identification, selection and acquisition of information and resources, i.e. print-based and electronic.
8. Assisting with sorting, cataloguing and indexing of records.
9. Assisting with outreach and promotional activities including group visits, events, exhibitions, etc.
10. Supporting the development of relevant content (physical and digital) for customer engagement.
11. Assisting with service monitoring and evaluation, including the collection and collation of statistical and financial information.
12. To provide occasional assistance with a basic Conservation & Preservation function
13. To help ensure a seamless, co-ordinated approach to crowd and queue management (including emergency and evacuation procedures).
14. Provide a basic behaviour management function e.g. dealing with eating, sleeping, misuse of escalators.
15. To have an understanding of Equal Opportunities Policies and Procedures, together with all relevant Health and Safety regulations.
16. To maintain an appropriate level of knowledge and expertise to ensure effective performance in the post.
17. Any other duties commensurate with the grade of the post that may, from time to time be required.

RELATIONSHIPS

(i) Accountable to: Archivist
(ii) Officers reporting to the post: none

PHYSICAL CONDITIONS

(i) Hours: 18.25 per week
(ii) Workplace: Library of Birmingham

OTHER SPECIAL CONDITIONS

Hypoxic and Temperature Controlled Areas
The post holder will be required to work within the specialist storage facilities within the Library of Birmingham – to include hypoxic (lower oxygen) and temperature controlled areas. Health & Safety procedures will be developed and the appropriate training and equipment provided.
EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

Birmingham City Council will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for defendants, religion, trade union activity and age (up to 65).

It is the intention of the City Council that the workforce, at all levels, should reflect the composition of the City’s population. To achieve this the Council will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.
### Place Directorate
#### Person Specification

**Post:** Senior Archives & Collections Assistant  
**Grade:** GR3

**Division:** Library of Birmingham  
**Section:** Archives Collections

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**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | | |
| **Experience**  
(Relevant work and other experience) | Experience of working within a public service delivering front line customer service such as dealing with enquiries; provision of advice & guidance; demonstrating online & digital resources | AF & I |
<p>| | Previous responsibilities in administrative support e.g. copying of various materials; sorting &amp; cataloguing; information retrieval | AF &amp; I |
| | Experience in the collation and presentation of statistical &amp; financial information to line management | AF &amp; I |
| | Experience of working in a manner which reflects BCC’s Equal Opportunities commitment | AF &amp; I |
| | Previous responsibility for cataloguing and sorting archive material as well as understanding the process for assessing and handling archival donations | AF &amp; I |</p>
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<td>Skills &amp; Ability</td>
<td>*Delete if not applicable An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <strong>Part 7 of the Immigration Act 2016</strong>&lt;br&gt;Demonestrates a commitment to producing work which is error free&lt;br&gt;Successfully follows processes and procedures – is able to achieve tasks and activities (delegated to them) to a set standard and within the specified timescale.&lt;br&gt;Anticipates what needs to be done next and will undertake this without reminding&lt;br&gt;Ability to foster relationships with others which creates greater understanding of work commitments&lt;br&gt;Takes responsibility for developing own skill and knowledge to ensure optimum contribution to service area&lt;br&gt;Ability to operate flexibly understanding the requirement to change priorities according to the needs of the service.</td>
<td>AF &amp; I</td>
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<td>Training</td>
<td>Shows evidence of Continuous Personal and Professional Development, demonstrating a positive approach to training.</td>
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<td>Other</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.