



Archive Assistant

REQ240235

Job Description

Job Grade: Administrative Services, Grade 3

Job Purpose:

To support the Archivist and the maintenance of the University Archive and to contribute towards service development.

Job Duties:

Archive materials

- Updating inventory listings
- Identifying and locating materials
- Scanning and photocopying materials
- Inputting data and cross-referencing from paper finding aids into spreadsheets and/or other software
- Identifying damaged items for preservation
- Shelving and tidying material as required
- Assists Archivist in repackaging physical materials in line with archival principles for conservation.
- Processing material to ensure identification and discoverability.

General

- Manual handling of materials including lifting and carrying
- Undertakes any training and development deemed appropriate for the position by the Librarian and Line Manager
- Ensures compliance with relevant University policies and procedures
- Provides cover for colleagues and undertakes any other duties which may reasonably be required by the Librarian and Line Manager that are commensurate with the nature and grade of the post.

Points to note.

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses.

Organisational responsibility

Reports to the Archivist.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Relevant administrative experience	1,3
	Familiarity with archival or special collections environments	1,3
	Experience of working individually and as part of a team	1,3
Skills and abilities	Strong team working skills and the ability to work collaboratively	1,3
	Excellent interpersonal skills	1,3
	Flexibility and the ability to handle and monitor varied workload	1,3
	Ability to multi-task	1,3
	A user-focussed approach	1,3
	Able to deal with a variety of people in a professional manner	1,3
	Able to work with accuracy and attention to detail	1,2,3
	Good practical IT skills including standard MS Office applications (particularly Excel)	1,2,3
	Physically able to carry out the duties associated with carrying and handling potentially delicate and fragile materials.	3
Training	Demonstrate evidence of having undertaken further training	1,3
	Commitment to learning and developing new skills	1,3
Qualifications	4 GCSEs (including Maths) at Grade C or above (or equivalent)	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting	1,3
	Experience of using Archive Management Systems/Databases	1,3
	Knowledge of relevant copyright legislation	1,3
Skills and abilities	An understanding of the Higher Education environment	1,3
	Ability to approach change with a positive attitude	1,3

Conditions of Service

The position is PART TIME (0.5 FTE) and OPEN-ENDED. Salary will be on ADMINISTRATIVE SERVICES AD3 £21,254-£23,144 per annum, pro-rated, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <https://www.lboro.ac.uk/services/hr/leave-absence/family-leave/>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>