

Kent County Council

Job Description: *Archive Collections Assistant*

Directorate:	Growth, Environment & Transport
Unit/Section:	Libraries, Registration & Archives
Grade:	KR3
Responsible to:	Customer Service Officer-Archives and Local History

Purpose of the Job:

As part of a team assist in the provision of front of house services and support the work of the Archive Collections Officers and Conservator in the management and preservation of the archive collections.

Main duties and responsibilities:

- Carry out all duties concerned with direct service delivery as part of the front of house team including retrieving and returning documents from the collections. Work to and within KCC's and the department's policies and procedures including financial procedures where required Assist with basic enquiries including reprographics
- Carry out basic conservation and preservation to acceptable standards under the supervision of the Historic Collection Officers and Conservator. Pack and store collections to required standards including box listing, numbering and labelling. Assist with the maintenance of conservation equipment. Carry out the cleaning of collections and storage areas as required
- Capture images using reprographic equipment according to the digitisation plan Assist with the maintenance of reprographic equipment
- Display active commitment to a customer focused service by placing the customer at the heart of every aspect of our work. For example, engaging with customers in a friendly, helpful manner, contributing to public involvement and achieving the best possible outcome for the customer
- Be responsible for ensuring organisational Health and Safety procedures and good practice are used to maintain security of facilities and the health and safety of self, colleagues and public using our premises.
- Contribute to income generation within the Archive and Local History team.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Archive Collections Assistant*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to GCSE/NVQ level 3 or can demonstrate equivalent depth of knowledge and experience.
EXPERIENCE	Experience of engaging with customers and dealing with enquiries. Experience of working accurately with alpha/numeric systems.
SKILLS AND ABILITIES	Able to manage a complex workload and prioritise effectively in order to meet deadlines and work effectively with only minimal supervision. Able to demonstrate good team working skills and adaptability. Able to converse at ease with the public, answer questions and provide advice. Able to converse at ease with the public, answer questions and provide advice.
KNOWLEDGE	Understand the importance of storing archives correctly and the accurate recording of data on the relevant systems. Understand the importance of storing archives correctly and the accurate recording of data on the relevant systems.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making</p>