

## Kent County Council

### Job Description: *Archive Digitisation Assistant*

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<b>Directorate</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section</b>	<b>Libraries, Registration and Archives</b>
<b>Grade</b>	<b>KR3</b>
<b>Responsible to</b>	<b>Archive Collections Officer</b>

### **Purpose of the Job:**

To digitally preserve the collections cared for by the Kent Archives and Local History Service to enable wider access to the documents. Working as part of a small team to digitise a wide range of archive documents for both internal and external projects. Digitisation must be completed to a high standard, with exceptional attention to detail whilst working to strict deadlines.

### **Main duties and responsibilities:**

#### **1. Digitisation of Archive Documents**

- Capture images using digital scanning equipment according to Kent Archive Service digitisation quality standards and naming conventions.
- Process files with image editing software to ensure that they are correctly cropped, colour corrected, and enhanced.
- Attach accurate and detailed metadata to images.
- Mass editing transfer and arrangement of image files and data.
- Ensure that files are backed up and stored in multiple online and physical drives
- Organise and maintain a plan detailing monthly schedule, digitisation progress and upload rates.

#### **2. Archive Document Handling**

- To ensure the safe and appropriate handling of fragile archive material in line with Archive Service standards.

#### **3. Customer Focus**

- 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.

#### **4. Outreach**

- Participate in promotional events and outreach activities and work with the Archive and Local History Team to promote the collections and Service.

#### **5. Health and Safety**

- 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.

#### **6. Income generation**

- 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 their 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 Digitisation Assistant*

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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
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to GCSE/NVQ level 3 or can demonstrate equivalent depth of knowledge and experience.</li><li>• GCSE or equivalent in Maths and English.</li><li>• Ability to work accurately with alpha/numeric systems.</li><li>• IT literate and competent in the use of Microsoft Office, particularly Excel spreadsheets.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of scanning technologies, photo editing and digital image management.</li><li>• Experience of working with and handling historic documents.</li><li>• Experience of promoting equality among staff and members of partnerships, and of the delivery of customer services responsive to the diverse needs of our customers.</li><li>• Proven work in an archive, library or museum.</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Must be able to demonstrate manual dexterity and the ability to handle archive material carefully and to the Archive Service standards.</li><li>• Must be able to demonstrate exceptional attention to detail and accuracy when recording data.</li><li>• Ability to prioritise and organise own workload in order to achieve required outcomes on time.</li><li>• Ability to work to strict deadlines and maintain agreed targets with an understanding of the wider project.</li><li>• Able to work as part of a team or individually to co-ordinate, manage and evaluate projects.</li><li>• Ability to adapt to changes in working patterns according to the needs of the team.</li><li>• Able to engage with customers and colleagues in an appropriate manner to ensure satisfactory service delivery.</li><li>• Ability to communicate effectively with colleagues verbally by telephone and face-to-face, and in writing.</li><li>• Contribute to collective problem solving and creative thinking.</li><li>• Actively promotes an inclusive culture of equal opportunity and access for all.</li></ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Keep updating knowledge of evolving industry standards for digitisation and equipment.</li> <li>• Understanding of local government systems and</li> <li>• accountabilities, the Kent County Council environment and the implications for service management and development.</li> <li>• Understands and is able to implement all health &amp; safety and data protection/confidentiality legislation and policies e.g., risk assessment and monitoring the implementation of policies.</li> </ul>
<b>Kent Values and Cultural Attributes</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>