

Job Description

Job Title	Specialist Officer - Archives
Directorate	Neighbourhoods and Housing
Service Area	Libraries and Information Services
Grade	5
Competency Level	2
Salary	£28,770 - £33,024
Job Type	Office Based
Location	Liverpool Central Library
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	

Job Purpose

To support the Team Leader by contributing to the effective delivery of a high-quality archive service, including assisting and advising the public, accessioning and cataloguing archives, digitisation, marketing and promotion.

Directly Responsible For:

Not applicable

Directly Responsible To:

Team Leader

Main Areas of Responsibility:

- To assist with the provision of an excellent library and archive service
- To help provide a customer friendly service achieving high levels of satisfaction and performance
- To assist with the induction and supervision of staff and volunteers
- To assist with the management and development of collections, including digital archives
- Support the promotion of the service both on-line and through exhibitions and events
- To represent the library and archive service at appropriate meetings
- To deputise for senior staff as appropriate
- To develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Manual handling, including lifting archive boxes weighing up to 5kg
- The use of small step ladders
- The use of large wheeled retrieval equipment

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Possession of a relevant archive qualification (A)
- Demonstrate a willingness to undertake additional training (A)

Experience

Essential

- Experience of delivering an archive service including advising the public, answering enquiries and search room management (A,I)
- Experience of staff and volunteer supervision (A,I)
- Experience of collections development and management, including liaison with depositors, accessioning and cataloguing (A,I)
- Experience of managing digital records and digitisation of archive documents (A,I)

Desirable

- Experience in the promotion of an archive service both online and through exhibitions and events

Skills/Abilities

Essential

- Excellent communication, marketing and presentation skills (A,I)
- Ability to work independently and use own initiative (A,I)
- Ability to work as part of a team and liaise with colleagues and partners in LCC departments and outside agencies (A,I)

Commitment

Essential

- Demonstrate a willingness to work outside of office hours (A,I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council