

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Collections Officer (Maternity Cover)

Archives and Heritage Service – Assets and Environment

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To ensure that Northamptonshire's archival collections are made accessible to the public through the efficient processing of new deposits/gifts and the cataloguing of new and existing collections to professional standards.

Accountable to:

This role is accountable to the Archives and Heritage Strategic Manager responsible for the direct line management of the Northamptonshire Archives Service. The role sits within the Assets and Environment part of the People, Places and Economy Services Directorate in West Northamptonshire Council.

Responsibilities:

1. To follow professional best practice during all stages of the processing of new acquisitions of archives, including records appraisal and deaccessioning as appropriate.
2. To follow professional best practice when making collections held but not previously catalogued, and those currently listed inadequately, accessible to researchers electronically, in a meaningful way.
3. To be responsible for collecting and monitoring data on storage conditions and general housekeeping of the repositories, ensuring all staff act in accordance with their responsibilities for archive preservation.
4. To be responsible for the formatting and inputting of information onto the appropriate IT systems to facilitate access to collections.
5. To work with other staff to identify collections suitable for volunteers to work on and support volunteer projects to achieve their aims.
6. To liaise with IT colleagues and software providers as appropriate and resolve any issues quickly and effectively.
7. To attend events/locations around the county to promote the Archives Service, its work, and its collections; this may take place outside normal working hours and involve lone working.
8. To ensure new and existing collections receive the necessary archival packaging, and that surrogate copies are made where appropriate, to help preserve them for the future.
9. To support the delivery of public services, including researchers' enquiries, and provide guidance to colleagues that enables them to fulfil their responsibilities to ensure researchers handle documents correctly and are provided with accurate information.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to organise own workload effectively, prioritising tasks and working to agreed deadlines. Includes the ability to work with minimal supervision and take the initiative where appropriate.	Essential	A, I
Excellent communications skills including the ability to explain complex ideas to professionals and non-professionals.	Essential	A, I
Good interpersonal skills including the ability to motivate others and help them manage their workloads as necessary	Desirable	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) plus web packages and digital images.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Knowledge of the broad range of archives to be found in a county records office	Essential	A, T, I
Knowledge and understanding of the Data Protection Act 2018, General Data Protection Regulation (GDPR), and other relevant legislation.	Essential	A, I
Knowledge of working in a local government environment	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Proven experience of cataloguing archives to ISAD(G) standards.	Essential	A, T, I
Proven experience of using an archives specific software package.	Essential	A, I
Proven experience of supervision of other staff and/or volunteers.	Desirable	A, I
Proven experience of appraising and accessioning records to professional standards.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Post graduate qualification in Archive Administration or close equivalent	Essential	A, I
Good undergraduate degree.	Essential	A
Driving licence	Desirable	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37 hours per week	Primary work base:	Wootton Hall Park, Northampton
Job family band:	RT06	Worker type:	Fixed
Salary range:	£29,508 - £32,095	Budget responsibility:	n/a
People management responsibility:	n/a		

Working conditions & how we work:

The work will include regular manual handling, some working at height, lifting of sometimes heavy boxes or heavy volumes, and working in the cool repositories for periods of time. It will also involve working at a PC for extended periods of time.

The role has to be based in the Archives Service building as this is where the archives are. However, there may be some limited opportunities for working from home where this suits the exigencies of the service.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	We get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	We respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	We encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	We believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

