

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## **Historic Environment Record Assistant**

Archives & 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'.



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Northamptonshire  
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## **Purpose and impact:**

To support the work of the Historic Environment Record Officer by contributing to the maintenance and development of the Historic Environment Record. To generate income to support the service.

## **Accountable to:**

This role is accountable to the Historic Environment Record Officer who manages the smooth running of the HER within the Northamptonshire Archives and Heritage 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 undertake searches using the Exegesis database software and QGIS GIS to provide data for customers.
2. To act as first point of contact for enquirers, both public and commercial, via email and in person at the Archives Service.
3. To assist with the enhancement of the HER by adding new textual and GIS records from published and unpublished sources.
4. To undertake some project-specific tasks, subject to progress with learning how to use the databases, including the transfer of data from Historic England's NRHE database.
5. To be an advocate for the HER and be able to communicate to others its value and how to use it.
6. To carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.
7. 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.
8. To actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
9. 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.

<b>Skills and abilities:</b>	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
Excellent communications skills including the ability to explain complex ideas to professionals and non-professionals.	Essential	A, I
Proven project management skills.	Desirable	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) and ability to use web packages and digital images	Essential	A

<b>Knowledge:</b>	Essential / Desirable	Measured by
Good knowledge of British Archaeology across a broad period.	Essential	A, T, I
A good knowledge and understanding of the Planning system. Knowing about the legislation relating to the historic environment and how that determines what HER work is required in relation to the planning system.	Desirable	A, I

<b>Relevant experience:</b>	Essential / Desirable	Measured by
Proven experience of data inputting using a complex database.	Essential	A, T, I
Experience of using a HER as a research tool. Familiarity with and experience reading 'grey' literature.	Desirable	A, I
Proven experience of managing customer enquiries, ideally in an historic environment context.	Essential	A, I
Previous experience of GIS and QGIS systems.	Desirable	A, I
Previous experience of a local government environment, ideally including working in an HER.	Desirable	A, I
Equal Opportunities – ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential	I

<b>Education, training and work qualifications:</b>	Essential / Desirable	Measured by
A levels at grade B or above in History, Archaeology.	Essential	A
Degree in Archaeology or closely related subject.	Desirable	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:

<b>Hours:</b>	37 hours per week	<b>Primary work base:</b>	Wootton Hall Park, Northampton
<b>Job family band:</b>	RT04	<b>Worker type:</b>	Fixed
<b>Salary range:</b>	£26,515 - £28,013	<b>Budget responsibility:</b>	n/a
<b>People management responsibility:</b>	n/a		

## 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.

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

# 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.

