

# Job Description

## For Project Assistant Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Project Assistant	JEID	E0006
Salary Grade:	Band D £18,426-£18,795, pro rata for 27.75 hours per week		
Team:	County Record Office, Warwick		
Service Area:	Heritage and Cultural Services		
Primary Location:	County Record Office, Priory Park, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Archivist		
Responsible for:	None		

#### Role Purpose

The postholder will be a member of the Mining The Seam Project Team, and will mainly be involved in supporting the Project Archivist in delivering the project. The postholder's duties will be divided between assisting the archivist with organising and cataloguing the collection, promotion through community engagement activity and social media, digitisation of parts of the collection and assisting with the conservation programme. The role is for 27.75 hours per week, the working pattern will cover Monday to Friday with some evening and weekend working .

#### Role Responsibilities

Please note: This job description reflects the duties at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or level of responsibility entailed.

### Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

## Generic Role Details

Job Role:	Project Assistant
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## Main Tasks

<ul style="list-style-type: none"> <li>• Fetch and return documents located in the strongrooms as required</li> <li>• Lift and carry a range of documents of different shapes and sizes which include rolled maps, bundles of deeds and ledgers around 10 kg in weight</li> <li>• Provide assistance to volunteers in the use of source material, including data inputting and basic research using catalogues and on-line resources</li> <li>• Follow record office procedures regarding handling, , retrieval and storage of archival material</li> <li>• Set up and dismantle IT equipment as required</li> <li>• Uphold the Directorate Equal Opportunities and Health and Safety policies</li> <li>• Assist with the cataloguing related activities such as numbering and listing of documents and with inputting of data into CALM software, as directed by the Project Archivist</li> <li>• Assist Project Archivist with any aspect of the project as required</li> <li>• Digitise large ledgers and other archive material as identified by the Project Archivist</li> <li>• Assisting with the preservation and conservation of the collection ensuring they are archivally packaged and cleaned correctly under supervision of the Senior Conservator</li> <li>• Assisting with community engagement activities including workshops and engaging with new audiences including academic institutions and mining communities</li> <li>• Promoting the project through social media outlets</li> <li>• Other duties as required, commensurate with the grading of the post</li> </ul>
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## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

4 GCSE passess (or equivalent) to include English and Maths	AID
Ability to carry out the duties as set out in the job description. A high level of stamina and physical fitness such as to enable you to work on your feet for long periods; lifting and carrying items of up to 10kg in weight from the strongrooms is an integral part of this post.	AIT
Attention to detail and care in handling unique archive materials and excellent manual dexterity	AIT
Ability to operate office procedures and regulations consistently and to file documents accurately.	AI
Ability to maintain confidentiality.	AI

Ability to work as part of a team and with staff at all levels, being reliable and punctual	AI
Ability to work independently and to use one's initiative.	AI
Good communication skills and the ability to deal with members of the public confidently and with tact. Enjoys working with people and has a commitment to providing a high quality of service to all users.	AI
An ability to learn and retain information and to disseminate to colleagues and the public	AI
Familiarity with digital equipment and processes	AIT
A flexible approach to working arrangements. The postholder is required to work 27.75 hours a week between Monday and Friday precise times are negotiable to suit project needs and may include some evening and weekend working	AI
Ability to multi-task and to work effectively under pressure.	AI
An ability to concentrate and maintain focus on a specific task for an extended period of time.	AI
A systematic and methodical approach to work.	AI
A level of literacy, which includes the ability to sort alphabetically	AI
Experience of IT systems	AI

### Desirable Criteria

Assessed By:

Experience of record office environment	AI
An awareness of Health and Safety in a public building environment.	AI
An interest in local history and heritage	AI
Understanding of social media	AI

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The

purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	