



Cumberland Council

Post Specification

Date	December 2023
Post Group Number	6687
Post Title	Digitisation & Records Clerk
Job Family	Regulation and Technical
Job Family Role Profile	RT6
Final Grade	Grade 6

To be read in conjunction with the job family role profile

Service Area description

Legal and Democratic Services – Records Management Service

Purpose of this post

To support the operation and development of the Records Management Service by undertaking the digitisation of appropriate record series and attending to: the movement, storage, retrieval and listing of records; security and administration of premises and equipment; and other basic Records Management procedures, under the management of the Senior Records Manager.

Key job specific accountabilities

- Operate with regard to the importance of records in order to ensure their security, the integrity of the evidence they contain and the confidentiality of information.
- Assist in the creation and maintenance of datasets for: analysis of the quantities of departmental records held (facilitating stock control); the production of records, and other statistical purposes, and in compiling lists and other finding aids, to provide efficient means of access to records held by the Records Management Service.
- Assist in the appraisal of records for preservation as Archives according to schedules / agreed criteria, for destruction as appropriate
- Assist in the movement of records from Council sites, and the organisation of their storage.
- Produce records upon request and ensure they are stored accurately on their return to the Records Management Service.
- Liaise with other Records Management Service staff to ensure continuity of operations and service delivery and with other Council staff as required.
- To deliver digitisation priorities as identified by the Senior Records Manager.
- To undertake preparation of records prior to digitisation to minimise risk of damage to records and equipment and to ensure best possible image capture (clean documents, unfold paper, remove paperclips and staples etc).
- To plan effectively and carry out digitisation procedures to produce quality digital content (technical considerations such as file format, resolution etc must be identified prior to digitisation)
- To undertake quality control checks, in liaison with relevant Records Management Service staff, disposition of original source records and the logging of auditable practices as required ensuring that digitised images are reliable, accurate and accessible.

Please note annual targets will be discussed during the appraisal process**Key facts and figures of the post****Budget Responsibilities**

- N/A

Staff Management Responsibilities

- Assist team members, colleagues and end users

Other

- Low level of responsibility for Records Management Service Assets

Essential Criteria - Qualifications, knowledge, experience and expertise

- Three GCSEs grade C or above (or equivalent) are desirable (English and Mathematics are essential).
- Applicants should have a high degree of personal organisational skills and reasonable administrative experience, and the ability to demonstrate accuracy, consistency and attention to detail.
- Computer literacy is essential (familiarity with Microsoft Office or equivalent) together with practical skills in handling and maintaining equipment. Experience using scanning technologies is desirable.
- Practical experience of office administration and filing systems, preferably in local government service is desirable.
- Ability to travel independently to sites throughout the county.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances**Emotional Demands**

Minimal emotional demand

Physical Demands

Regular demand for lifting heavy and/or bulky boxes, and/or working in awkward or confined spaces. The post holder should be comfortable working at heights be able to use equipment such as ladders and Push Along Vertical machines

Working Conditions

No exposure to adverse weather, occasional working with adverse temperature and/or noise, normal levels of adverse people behaviour

Other Factors

- Willingness to act as a key holder for the three Record Centres.
- Willingness to collect records from around the county; this may include driving and/or manoeuvring boxes in and out of a van. It is desirable that post holder has a clean driving license which allows them to drive a long wheelbase van and has access to their own vehicle.