



## Cumberland Council

### Post Specification

Date	August 2021
Post Group Number	7263
Post Title	Collections Assistant
Job Family	OPs
Job Family Role Profile	OP1
Final Grade	1

To be read in conjunction with the job family role profile

Service Area description	
Archives Service.	
Purpose of this post	
To support the activities of the Archive Service by undertaking preservation and general support tasks.	
Key job specific accountabilities	
<ul style="list-style-type: none"><li>• Preservation – Undertake repackaging and cleaning of archives and strong rooms across the Archive Service. This includes the use of Health and Safety equipment to remove dirt and mould.</li><li>• Support – Carry out a range of activities to support the day to day running of Cumbria Archive Centre, Carlisle. These include collecting and dispatching post, organising the collection of confidential waste bins and overseeing the cleaning and restocking of vending machines.</li><li>• Physical Tasks - Assist with bulky deliveries, moving display materials and other equipment as required. Help with setting up and clearing up after meetings and outreach activities.</li><li>• Searchroom – Provide cover for staff break periods and undertake regular maintenance of microfilm readers.</li><li>• Liaise with professional and para-professional staff to undertake further tasks as required, carrying out all duties and procedures in a polite, welcoming and efficient manner</li></ul>	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"><li>• None</li></ul>
Staff Management Responsibilities	<ul style="list-style-type: none"><li>• None</li></ul>
Other	<ul style="list-style-type: none"><li>• None</li></ul>
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"><li>• Good literacy and numeracy skills.</li><li>• Handle irreplaceable items with care.</li><li>• Ability to lift and carry records, sometimes from height using step ladders.</li></ul>	

- Work under pressure. Maintain confidentiality
- Working in a small team
- Helpful, friendly, courteous manner with the public and volunteers, but ability to be firm as appropriate

#### **Disclosure and Barring Service – DBS Checks**

- This post does not require a DBS check.

#### **Job working circumstances**

<b>Emotional Demands</b>	N/A
<b>Physical Demands</b>	Role involves regularly lifting and carrying heavy archives, climbing stepladders, and working in awkward/constrained spaces in strong rooms
<b>Working Conditions</b>	Occasional unpleasant working conditions. May necessitate protective equipment to be used when required Requirement to join Conservation Staff during visits to other Archive Centres to undertake preservation tasks

#### **Other Factors**

- Use of specialist equipment for which training will be provided
- Locking up duties
- Public interaction whilst covering in search room
- Required to assist with salvage operation following a fire or flood