

Job Description *Collections Assistant*

Service:	Adult and Community Services, Cultural Services	Team:	Lancashire Archives
Location:	Lancashire Archives, Bow Lane, Preston		
Salary range:	SCP6-SCP11 (£20,043 - £22,129)	Grade:	Grade 5
Reports to:	Archivist	Staff responsible for:	None

Job Purpose

The Collections Assistant will help provide and extend access to the services provided by Lancashire Library Service and Lancashire Archives for new communities and existing customers.

Accountabilities/Responsibilities

Accountabilities of the role may include:

- Facilitate access to the collections held by Lancashire Library Service and Lancashire Archives by creating and maintaining high quality catalogue data and other collections information using collections management software and other applications
- Collect and interpret statistics and produce other management information and reports
- Assist with staff training
- Help ensure that the security and integrity of the collections are maintained at all times
- Assist in the preparation of team business plans, and the development, monitoring and achievement of performance targets
- Contribute to improvements in service delivery.
- Undertake research to answer enquiries
- Provide support to projects such as those relating to collection digitisation or involving volunteers in collections work
- Participate in duty rotas and in learning and outreach activities outside normal working hours.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

Collections Assistant

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
<ul style="list-style-type: none"> • 4 GCSEs including Maths and English
Experience
<ul style="list-style-type: none"> • Demonstrable and relevant archive or local studies experience* • Experience of providing a service to the public in a customer-focussed setting • Experience of using a range of ICT applications • Experience of using an electronic library or archive management system (for example, DS CALM or Talis Alto)*
Essential knowledge, skills & abilities
<ul style="list-style-type: none"> • Accuracy and attention to detail • Excellent research skills • Communication and relationships: <ul style="list-style-type: none"> - excellent written and spoken communication and interpersonal skills - excellent customer care skills - ability to provide informal training and mentoring for staff and volunteers - ability to work with internal and external partners • Ability to organise own work to meet agreed objectives and targets • Ability to lift archives and other heavy items repeatedly • Ability to travel around the County
Other essential requirements
<ul style="list-style-type: none"> • Commitment to equality and diversity. • Commitment to health and safety. • Display the LCC values and behaviours at all times and actively promote them in others. • Commitment to learning and development and to engaging with continuing professional development opportunities • It is a requirement of this post to work unsocial hours e.g. evenings and weekends