

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: PLACE	SERVICE GROUP: Sport & Culture
POST TITLE: Local Studies & Archives Assistant	REPORTS TO: Local Studies and Archives Manager
GRADE: Band 5	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post: Max 3 sentences
<ol style="list-style-type: none"> 1. To provide a quality public information, enquiry and research service, in person and by phone / email / letter, to customers of Bradford Local Studies and Keighley Local Studies & Archives service, in accordance with service policies, standards and processes. 2. To assist the Local Studies & Archives Manager by undertaking the preparation of lists and indexes; preparing materials for correct storage, binding and presentation; and other collection management tasks as required, including supervising the work of volunteers. 3. To assist in the planning, preparation and delivery of digital content, events and activities that serve to raise awareness and promote the use of the Local Studies and Archives collections, and engage local people in their heritage and local area.

Main Responsibilities of Post: Max 15 Bullet points

1. **To provide a quality, customer-focused public information, enquiry and research service**, in person and by phone / email / letter, to customers of Bradford Local Studies and Keighley Local Studies & Archives service, in accordance with service policies, standards and processes, including undertaking paid research enquiries. To provide assistance to access information in a wide range of physical and digital formats.
2. **To prepare lists and indexes**, under the direction of the Local Studies & Archives Manager, in order to create finding aids and enable easy access to the contents of collections. Input information into databases and spreadsheets as required. Assist, support and supervise volunteers undertaking collections work as required.
3. **To assist in the correct storage, preservation and presentation of collections** by preparing materials for storage, for conservation and binding, and for presentation in displays and at events. Ensure collections are kept secure at all times. Assist customers to use and handle resources in a way that will ensure its continued preservation and security.
4. **To make physical and digital copies of information** to satisfy customer requests, for display in exhibitions, and to provide web content, including scanning, formatting, uploading, adjusting and mounting images as required. Ensure materials are handled correctly to avoid damage and that copyright and other relevant information protocols are followed. To levy charges in accordance with current policies, processes and procedures.
5. **To assist in the planning, preparation and delivery of educational and outreach events and activities**, working in partnership with local groups, volunteers and other services (particularly West Yorkshire Archives Service and Friends of Bradford Archives & Local Studies) as appropriate.
6. **To assist in the preparation of promotional materials and content**, including researching and writing topical articles for inclusion in Local Studies websites, social media messages and advertising leaflets / fliers.
7. **To work as part of a team**, working flexibly to provide cover when needed, sharing duties fairly, sharing knowledge and skills, supporting and assisting colleagues, volunteers, and new staff in their work.
8. **To undertake other clerical or administrative work** needed to run the service.
9. **To undertake any training required** to carry out the range of duties and participate in the induction and supervision of new staff and volunteers as required.
10. **To promote and implement the Council's Equalities Policy** in relation to employment and service delivery.
11. **To comply with the Office's policy on Health and Safety** and current Health and Safety legislation.

12. To undertake any other duties as required which are appropriate to the work of the service and are commensurate with the responsibility and level of the post.	
Special Knowledge Requirement. Will be used for shortlisting. Max 10	
	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	X
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	X
Uses a range of complex IT packages relating to area of work	X
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	X
Knows and understands how to use, interpret, handle and communicate information	X
Knowledge of how to plan, prioritise and manage a complex workload across teams from a variety of sources while maintaining a high standard of quality and working under time constraints.	X
Knows how to work with / provide information to the public, -in writing, face to face and over the telephone delivering excellent standard customer service and professionalism	X
Knows how to work productively both within a team and alone	X
Knowledge of the history and geography of Bradford District	
Relevant experience requirement: Will be used for shortlisting	
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet either the Advanced threshold level outlined under Special Knowledge above.	
Experience of working with library and/or archives collections.	
Experience of working in a customer focused environment	
Relevant professional qualifications requirement: Will be used for shortlisting	
NVQ Level 3	
Core Employee competencies to be used at the interview stage.	
Carries Out Performance Management	
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively	

<p>Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.</p>		
<p>Carries Out Effective Decision Making</p>		
<p>Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.</p>		
<p>Undertakes Structured Problem Solving Activity</p>		
<p>Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.</p>		
<p>Operates with Dignity and Respect</p>		
<p>Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.</p>		
<p>Working Conditions:</p>		
<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. Must be able to work evenings and weekends as required by the needs of the service.</p>		
<p>Special Conditions:</p>		
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<p>Compiled by: Christine May February 2022</p>	<p>Grade Assessment Date: 15 November 2022</p>	<p>Post Grade: Band 5</p>