

**BRISTOL CITY COUNCIL****JOB DESCRIPTION**

<b>Job title:</b>	Archives Assistant
<b>Bristol grade:</b>	BG6
<b>Managed by:</b>	Senior Archivist
<b>Responsible for:</b>	No direct reports
<b>Directorate:</b>	Growth and Regeneration
<b>Service area:</b>	Culture; Bristol Archives

**Purpose of the job**

To participate in providing a customer-focused archives service and to contribute to collections-based projects.

**Key job outcomes/accountabilities**

- Provide a welcoming, informed and professional customer service by working as part of the searchroom team.
- Respond to a range of written, telephone and 'face to face' enquiries either directly or, in more complex cases, by referral to an appropriate colleague.
- Assist visitors in their use of the public searchroom, its facilities and equipment.
- Careful, accurate and timely production and return of archives as required, to and from the strongrooms.
- Locate records, carry out searches and assist visitors in their research, using the facilities provided.
- Undertake general duties, to include filing; photocopying; keeping the strongrooms and public searchroom clean and tidy; cash handling and reconciliation.
- Undertake routine work on the archives collections, to include: cleaning and packaging records; scanning; listing and indexing material; assisting with collections projects as required.
- Assist in the training of newly appointed archives assistants.

### **Key job outcomes/accountabilities**

- Assist with social media, displays, tours, talks and other promotional events, both on and off the premises, and to work with community groups, other partners and the public as the archives work programmes demand.
- Ensure secure handling of confidential data and information to comply with Council policy and relevant legislation.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### **General Accountabilities**

- A. So far as is reasonably practicable , the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- E. Ensure that all mandatory training is undertaken as required. For example – Bristol City Council's Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list.