

Directorate:	Tyne & Wear Archives & Museums	
Division:	N/A	
Post Title:	Assistant Archives Officer	A4570
Evaluation:	476 points	Grade: N06
Responsible to:	Archives Lead	
Responsible for:	N/A	
Job Purpose:	To assist with the professional activities relating to the acquisition and preservation of archives and their use by the public.	

Main in Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Deliver and assist in the development of a comprehensive public service that is audience driven and provides appropriate access to digital and analogue collections.
2. Develop the digital and analogue archives collections and records, ensuring they are properly preserved and made accessible in line with relevant technology, standards, legislation and TWAM policies.
3. To assist users on how best to access, use and interpret archives and digital records, and to respond to enquiries from members of the public and other users, partners and stakeholders.
4. Assist with the promotion of the Archives Service, including engaging and developing new audiences through digital and social media. Deliver presentations/talks and attend meetings and working groups as required.
5. Provide advice on the archives collections, relevant existing and emerging digital technology, standards and legislation, and sector developments.
6. To liaise with partners including local societies, agencies and other relevant bodies and organisations.
7. To liaise with various internal and external partners including local societies, agencies and other relevant bodies and organisations in the planning, delivery and promotion of projects including but not limited digital engagement initiatives.
8. To contribute to bids for external funding and have responsibility for accounting for project budgets as assigned.

9. To provide information for inclusion in reports, executive summaries, briefing papers and documents for senior officers, staff, members, commercial providers, stakeholders and partner organisations
10. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
11. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.