

## **Person Specification**

### **Assistant Archives Officer**

#### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### **Essential**

- Demonstrable knowledge and experience of the theories, tools and processes relating to digital preservation and preserving born digital and digitised archives.
- Excellent ICT skills and demonstrable evidence of a high level of digital literacy.
- Effective written & oral communication skills with an excellent standard of literacy and numeracy.
- Keen attention to detail.
- Good knowledge and experience of the theory and practise of archive administration.
- Able to work on own initiative and as part of a team.
- Able to work with the minimum of supervision and to cope with routine tasks.
- Excellent time management skills.
- Capable of dealing with people at all levels in the organisation and with a wide range of customers.
- Committed to Equal Opportunities & anti-discriminatory practice in employment and service delivery.

#### **Desirable**

- Qualified information professional (Masters, Diploma or other accredited by the Archives & Records Association, UK & Ireland)
- Experience of digital engagement and using digital tools to develop new audiences, including excellent social media skills
- Knowledge of relevant ICT systems including web applications and specialist archive and digital preservation software.
- Experience of working in an archive or record office especially local authority
- Knowledge of use of archives by general and specialist audiences
- Willing to learn new skills and self-awareness of personal development areas
- Customer service experience.
- Experience of carrying out and organising research

## **Part B**

The following criteria will be further explored at the interview stage:

## **Part B**

- Demonstrable knowledge and experience of the theories, tools and processes relating to digital preservation and preserving born digital and digitised archives.
- Excellent ICT skills and demonstrable evidence of a high level of digital literacy.
- Effective written & oral communication skills with an excellent standard of literacy and numeracy.
- Keen attention to detail.
- Good knowledge and experience of the theory and practise of archive administration.
- Able to work on own initiative and as part of a team.
- Able to work with the minimum of supervision and to cope with routine tasks.
- Excellent time management skills.
- Capable of dealing with people at all levels in the organisation and with a wide range of customers.
- Knowledge of relevant ICT systems including web applications and specialist archive and digital preservation software.
- Committed to Equal Opportunities & anti-discriminatory practice in employment and service delivery.

## **Additional information**

- The role may require the post holder to work on occasion outside of normal working hours; some evenings and weekends
- The role will require the post holder to travel to other venues/ clients in the North East
- The role will require the post holder to undertake some lifting and carrying (e.g. moving and unpacking archives objects; pushing trolleys etc)