

Job Description & Person Specification

Last update May 2021

JOB DESCRIPTION

Post title:	Special Collections and Archives Assistant		
Standard Occupation Code: (UKVI SOC CODE)	N/A		
School/Department	Library		
Faculty:	Professional Services		
Career pathway:	MSA	Level:	2a
Posts responsible to:	Archivist		
Posts responsible for:	None		
Post base:	Office-based		

Job purpose
The post holder will provide effective and efficient support to deliver a range of Archives and Special Collections services to both internal and external users. To apply specialist knowledge to work with archival and Special Collections material, supporting preservation and reprographics work and work for Archives and Special Collections exhibitions.

Key accountabilities/primary responsibilities	% Time
1. To apply good working knowledge of Special Collections to support the Archives and Special Collections search room services, including the production of archive and printed material from secure stacks, the admission of readers, the supervision of readers and assistance with enquiries, to enable use of the material and to preserve security.	25%
2. To apply specialist knowledge to planning, organising and delivery of copying work for reprographic orders, exhibition photography work and for preservation programmes according to agreed deadlines and quality standards. To develop and apply specialist knowledge on the operation of equipment, and photographic cameras, and provide guidance and advice to relevant colleagues through coaching to help them acquire skills and experience.	25%
3. Work with colleagues on the delivery of exhibition programmes for the Level 4 Gallery: preparation of material for exhibition including making of supports, installation and monitoring of environment and cases. Maintaining documentation of exhibition items.	20%
4. To apply a good working understanding of the Archives Management System and Library	20%

Key accountabilities/primary responsibilities	% Time
systems and an in-depth knowledge of Archives and Special Collections to contribute to the Archives and Special Collections listing programme according to set standards, by preparing lists and inventories of appropriate collections and other materials, to disseminate other information about contents and availability of the collections to library users and other potential users.	
5. To actively engage in a range of training and development opportunities and to be an active participant in developing skills and knowledge, engaging with the wider team and the University.	5%
6. Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
Departmental and University senior management Other members of the department External customers Relevant suppliers and external contacts Faculties and Professional Services

Special Requirements
- Physically active and able to move and lift collections - Working as part of a team in a secure environment. - Occasional requirements to work outside normal working hours (which may include evenings or weekends) in negotiation with your line manager. - Post holders may be asked to work at another campus location to support the delivery of their role and maintain library operations, following consultation with your line manager. - Demonstrate Southampton University behaviours (Embedding Collegiality – see below).

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Skills level equivalent to achievement of NVQ2, GCSE or City and Guilds Experience of work in a Library or Archives environment. Able to demonstrate a good knowledge of the role and its context. Able to demonstrate a sufficient knowledge of work systems, equipment processes and standard IT packages. Ability to produce clear, accurate and concise written documentation. Experience of analysing data and presenting summary information clearly.	Knowledge of photography and photographic processes. Knowledge of exhibition work.	Interview

Digital	Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate and communicate. Expertise in the use of relevant library or archive systems.		Interview
Planning and organising	Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.		Interview
Problem solving and initiative	Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.		Interview
Management and teamwork	Ability to work effectively in a team environment, as well as lone working if/when required.		Interview
Communicating and influencing	Sound ability to adjust communication style in different contexts and channels. Evidence of ability to provide explanations of policy or process to colleagues and customers. Able to seek and clarify detail. Experience of a customer service environment.		Interview
Other skills and behaviours			
Special requirements	Working in a secure environment		Interview

JOB HAZARD ANALYSIS

Is this an office-based post?

☒ Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
☐ No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others