

Job Description

Job Title	Specialist Officer - Digital Archives
Directorate	Neighbourhoods and Housing
Service Area	Libraries and Information Services
Grade	5
Competency Level	1
Salary	£28,770 - £33,024
Job Type	Office Based
Location	Central Library
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	

Job Purpose

Assist with the creation and implementation of a digital records strategy and to support the Archive Team with the management of digital records and income generation through the use of digital archive sources and services.

Directly Responsible For:

Volunteers

Directly Responsible To:

Team Leader – Archives

Main Areas of Responsibility:

- Survey digital records currently held in the collections and assist the Senior Management Team with the implementation of a strategy and policy for long-term preservation.
- Liaise with Council departments, local and regional partners on digital record solutions.
- Research current digital records preservation software options to inform the Library Management team.
- Liaise with Team Leaders to assist with planning and developing long-term workable solutions for the management of digital sources.
- Develop with Team Leaders information sessions for staff on digital preservation and policy.
- Identify commercial services for the promotion/management of digital resources within the Library.
- Assist Team Leaders with identifying and applying for potential funding to increase income for long-term sustainability.
- Support the development of the service's website and social media channels through digital content.
- Be informed of best practice in digital preservation and policy and undertake training as required.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

Supervision and Management Responsibility:

- Select, supervise and train volunteers to assist with elements of the post as required.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- To liaise closely with the other staff to assist with the proper management of relevant budgets which are used to deliver services to all sections of the public including minority and excluded groups.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic, and environmental benefits for the council, residents, and communities.
- To assist with any relevant consultation exercises with staff, public and partners.

Physical Demands of the Job:

- Manual handling of library materials.
- Manoeuvring of manual book transport equipment.
- Using digital archiving and electronic equipment

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.

- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to perform any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Possession of a relevant archive qualification (A)
- Demonstrate a willingness to undertake additional training (A,I)

Experience

Essential

- Experience of management of digital records in an archive environment (A,I)
- Experience of implementing policies, strategies and systems for the long-term preservation of digital records (A,I)

Desirable

- Training staff and volunteers in digital records management
- Experience of identifying and applying for potential funding for long-term sustainability of the service
- Liaison with external organisations for the promotion and management of digital content to generate income

Skills/Abilities

Essential

- Excellent communication, marketing and presentation skills (A,I)
- Ability to working independently and use own initiative (A,I)
- Can work as part of a team and liaise effectively with internal and external partners (A,I)

Desirable

- Provide evidence of effective interpersonal and customer care skills
- Ability to priorities and work to agreed deadlines
- Decision making abilities
- Ability to identify and respond to changes and opportunities

Commitment

Essential

- Provide evidence of commitment to equal opportunities and its implication for public library and archive services (A,I)

Desirable

- Provide evidence of commitment to provide an excellent library and archive service
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Demonstrate a willingness to work outside normal office hours as required including weekends and evenings (A)

Desirable

- Demonstrate a willingness to support events
- Demonstrate an understanding of the local authority environment and how to work effectively within it