

Recruitment person specification

Post being recruited for: Archive Assistant.....

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	Experience of responding to enquiries from a range of different customers and colleagues Experience of working in an organisation of comparable scope, size and complexity	Experience of working in an archive service (or other comparable heritage service), to provide access to collections Experience of researching and summarising heritage collections for enquiries Experience of undertaking basic preservation tasks to preserve heritage collections Experience of manual handling and working at height
Knowledge, skills and understanding	Ability to develop and maintain strong and positive relationships with colleagues and customers Ability to negotiate and communicate effectively (both verbally and in writing) Ability to work on your own, using your own initiative within set boundaries across multiple work sites Ability to follow procedures and contribute towards their development and maintenance Ability to enter data physically (i.e. production slips) and digitally (e.g. spreadsheets) with a high degree of accuracy Familiarity with Microsoft 365 software (i.e. Word, Excel, Access, PowerPoint etc.)	Understanding of Scottish local authority services Knowledge of typical Scottish local authority archive collections Knowledge of major UK archives web portals Awareness of best practice and professional standards for archive cataloguing and storage Knowledge of appropriate manual handling techniques
Qualifications and training	The post will be expected to be qualified to SVQ4 or equivalent.	
Job specific requirements	Demonstrate an interest and enthusiasm in the history and heritage of Edinburgh	Familiarity using the CALM collections management solution