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Project Cataloguer  
Grade 8

22.2 hours fixed term

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

**Our Outcomes**

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

**Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

Ambitious – We are ambitious for our communities and citizens

Courageous – We recognise our challenges and are prepared to make   
courageous decisions

Empowering – We empower and support our people by giving them   
the opportunity to do their jobs well.

**About the Service**

Archives and Heritage comprises Staffordshire and Stoke on Trent Archive Service, the William Salt Library and the County Museum Collection. The Staffordshire and Stoke-on-Trent Archive Service is an accredited archive service administered and funded by Staffordshire County Council and Stoke on Trent City Council under a joint agreement. The William Salt Library is a charitable library managed by the Archive Service on behalf of the Trustees. The County Museum Collection is a provisionally accredited museum collection funded by Staffordshire County Council and works in partnership with museums across the region.

The service is currently developing the Staffordshire History Centre on Eastgate Street in Stafford. A significant proportion of the County Museum’s collection is on long term loan and display at Shugborough Estate. The Archive Service provides services for Staffordshire County Council in relation to its legal documents and archives and currently offers a limited public service.

**The vision for the service is:**

Connecting people to the collected stories and heritage of Staffordshire, Stoke on Trent and beyond.

**The mission is:**

To connect people to the memories of Staffordshire and Stoke on Trent, by engaging them with the collections we develop and preserve for current and future generations.

The key priorities for the service are:

* Acquiring, preserving and cataloguing collections relating to Staffordshire and Stoke on Trent.
* Promoting access, use and engagement with collections in person, remotely, online, and through outreach.
* Developing audiences to widen and increase engagement with collections.
* Working in active partnership with the councils, depositors, users, volunteers, friends and stakeholders to deliver the service.
* Increasing and diversifying external funding to support the work of the Service.
* Delivering the National Lottery Heritage Funded Staffordshire History Centre project to achieve the vision for the Service.

**Reporting Relationships**

**Responsible to:** Collections Officers

**Responsible for:** Supporting the delivery of externally funded cataloguing projects on short term contracts

**Key Accountabilities:**

1. Working with the Collection Officers to assist with cataloguing a defined part of the Archive Service or William Salt Library Collections using appropriate software.

2. Within the framework of Preservation and Collections Care policies assist in the assessment and record the physical condition of items catalogued to enable material to be identified for conservation and preservation programmes.

3. Identify items within collections suitable for digitisation and outreach activities supporting the externally funded project.

4. To provide regular and detailed project reports for the Collections Team.

5. To analyse appropriate statistics, data and intelligence to produce reports to the Collections Team.

6. Contribute to the delivery of the project’s evaluation and publicity strategies.

7. Participate in Collections Team meetings.

8. Provide content for social media and website to widen access and engagement with the collections.

9. Working with the Volunteer Coordinator supervise volunteers working on cataloguing, documenting and indexing collections.

10. Research themes within collections and advise on development of exhibitions and activities.

11. Support History Centre staff and members of the public to enable access to collections through the participation in outreach and engagement activities during the project.

12. To undertake such duties as may, on occasion, be required commensurate with the nature and grade of the post.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Honours degree in an appropriate subject | A |
| **employer_small** | **Knowledge and Experience**   * Experience of working with local studies and archive collections * Experience of supporting cataloguing and preservation work in an archive, museum or special collection library. * Familiarity of archive, museum or library cataloguing software * Familiarity with cataloguing standards for local studies, archive or museum collections * Experience of assisting with cataloguing of a wide range of local studies archive collections * Awareness of information legislation and impact on collections access. * Experience of supervising volunteers. * Experience of using IT equipment, particularly Microsoft Office applications. | A/I A/I  A/I A/I  A/I  A/I A/I A/I |
| **employer_small** | **Skills**   * Collections skills including cataloguing and indexing skills * Ability to work on own initiative and as part of a team. * Excellent verbal and written communication and inter-personal skills, including a pleasant and tactful manner when dealing with the public * Excellent time management skills including the ability to organize work efficiently, to prioritize workloads and to work to deadlines. * Good manual dexterity skills to enable and demonstrate the proper handling and care of collections. * Be prepared and able to work outside standard office working hours * Be willing and able to handle equipment and archives which can be dirty and/or heavy * The ability to be able to climb ladders and work at heights   This post is designated as a casual car user | A/I A/I I  A/I  A/T  A/I  A/T  A/T |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

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