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| **A black and white logo  Description automatically generated** | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

**JOB TITLE:** Archive Centre Steward

**SALARY:** £22,659 - £23,314 (per annum, pro rata)

**LOCATION:** Highland Archive and Registration Centre, Inverness

**HOMEWORKING:** This post is not suitable for homeworking

**RESPONSIBLE TO:** Highland Archivist

**JOB PURPOSE:** To maintain a secure environment for the archives and records, and a safe and welcoming environment for visitors to the Highland Archive and Registration Centre.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. To undertake front of house duties at the Highland Archive Centre, maintaining security at all times, and enabling access for cleaning staff.
2. To monitor the functioning of air handling and heating systems serving repository premises, and public and staff accommodation and to make adjustments as necessary.
3. To monitor the Building Management System to ensure proper functioning of systems within the building.
4. To liaise with contractors undertaking maintenance work in the building.
5. To monitor the external security of the site including operation of the CCTV system.
6. To ensure the Archive Centre environment is cared for, and that the facilities and the site are kept clean and tidy.
7. To ensure external paths are clear and safe for staff and visitors to Highland Archive and Registration Centre including gritting when appropriate.
8. To assist Archives and Records Management staff in unloading records into the building, and to move records within the premises as required.
9. To provide advice and assistance to members of the public visiting the Centre as required.
10. To act as a key-holder for the Archive Centre and to respond to alarm call out procedures.

1. To conduct a weekly test of the fire alarm system.
2. To assist with groups, including school groups, visiting the Archive Centre, and to direct them appropriately within the building.
3. To provide support for meetings in the Learning Centre including moving furniture, and the operation of video conferencing equipment.
4. The postholder must be prepared to work flexibly and outside normal working hours on occasion.

# Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

**Date:** July 2024

*High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.*

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**JOB TITLE:** Archive Centre Steward

**LOCATION:** Highland Archive Centre

**ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following: -

# EXPERIENCE

* Experience of working with the public.
* Experience of custodial and security matters related to Records and Archive related work.

# EDUCATION AND QUALIFICATIONS

* A good standard of general education.
* Basic IT skills.
* Willingness to take job related training.

# SKILLS/ATTRIBUTES GENERAL

* The ability to learn new skills.
* The ability to work in a manner that ensures the safety of yourself and others.
* The ability to work unsupervised.

# SKILLS/ABILITIES SPECIFIC TO THE POST

* The willingness to be a key holder and respond to alarm call-out procedures.
* The ability to monitor the Building Management System.
* The ability to monitor the functioning of air-handling and heating systems within the building

# INTERPERSONAL AND SOCIAL SKILLS

* The ability to communicate verbally with members of the public, contractors, and staff.
* A friendly and welcoming manner towards visitors to the building.