

01Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Collections Documentation Assistant

Grade: 4

Post Ref:

Date: 5/8/2026

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Experience using primary sources or historical documents as part of academic study or research. Experience of undertaking research and interpreting historical records, including handwritten or archival material. Experience of using databases, spreadsheets, or similar digital systems.	Demonstrable via interview	Experience of working in a highly organised environment Ability to be methodical with excellent attention to detail. Friendly, approachable, and able to work effectively within a small team. Good written and verbal communication skills.
(2) Formal Academic Qualifications	Good standard of education with a minimum of 5 GCSEs or equivalent experience		Further education qualifications in a relevant subject

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(3) Vocational Qualifications and Training	Previous volunteering, work, or study within a museum, archive, library, or heritage setting.		Willingness to learn museum documentation procedures and professional standards.
(4) Specialist Knowledge	Ability to be able to use computer databases and Microsoft applications		An understanding of, or interest in, museum collections care and documentation. An interest in local history, heritage, museums, or cultural collections.
(5) Special Working Conditions	All employees are required to comply with the Authority's No Smoking Policy.		Able to work independently and manage workload effectively.

Competency	How Assessed	
Planning and Organising	1. Adapts and works effectively in different situations in order to carry out a variety of tasks, whilst remaining calm and level-headed under pressure. 2. Accepts constructive feedback and makes adjustments accordingly.	
Organisational Development	3. Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.	
Communication	4. Communicates information clearly, accurately, positively and in a timely manner. 5. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.	

	6. Demonstrates required skill in all forms of written oral and technological communication. 7. Explains reasons for the actions and seeks others' opinions. 8. Shows an awareness of how their actions affect others.	
Focusing on our citizens	9. Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	
Leadership	10. Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public.	
Managing Change	11. Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	
Performance Management	12. Gathers and gives feedback regularly and constructively on an individual and organisational basis. 13. Evaluate mistakes and learn from them. 14. Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.	
Living the values	15. Express pride in what the Council does and uphold the reputation of the Council. 16. Demonstrate high standards of personal and professional conduct and be a role model to others. 17. Is prepared to admit to having made a mistake.	

Health and Safety	18. Demonstrates basic understanding of Health and Safety responsibilities within the workplace. 19. Demonstrates an ability to ensure any agreed safety rules or procedures are effectively implemented within their areas of responsibility whilst helping others to understand their responsibilities and obligations. 20. Demonstrates an understanding of and ensures adequate resources are provided, responsibilities for health and safety are adequately assigned, accepted and fulfilled at all levels of the organisation and understands the need to ensure that the effectiveness of the arrangements are regularly reviewed and timely corrective action taken when necessary.	
--------------------------	---	--