



Job title	Preservation Assistant	Job family and level	Technical Services Level 2
School/ Department	Manuscripts and Special Collections, University of Nottingham Libraries	Location	King's Meadow Campus

Purpose of role

You will support the long-term preservation of our archives, manuscripts and special collections through various practical hands-on tasks, working alongside the Conservator and following in-house guidelines and national standards. You will also support our exhibitions and public engagement programmes and the delivery of our public service. This role is largely practical, although you will need to be able to work with computers and deal with numbers, for example when taking accurate measurements.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>You will support the preservation of the collections held in Manuscripts and Special Collections:</p> <ul style="list-style-type: none"> ▪ Repackage collections in appropriate archival materials following in-house guidelines and national standards. ▪ Undertake surveys of collections to assess re-packaging requirements ▪ Create custom-fit boxes to accommodate volumes and other items ▪ Undertake cleaning of items within the collections, removing surface dirt and mould ▪ Keep accurate records of preservation work undertaken ▪ Number up documents and packaging ▪ Assist with relocation of shelving and collections ▪ Monitor environmental readings (temperature and humidity) 	50%
2	<p>You will support conservation projects</p> <ul style="list-style-type: none"> ▪ Working with the Conservator to use appropriate equipment and processes to strengthen documents, remove adhesives and undertake minor repairs. ▪ Keep accurate records of conservation work undertaken 	15%
3	<p>You will provide support to exhibition and public engagement programmes</p> <ul style="list-style-type: none"> ▪ Support the Conservator in preparing material for display ▪ Create mounts and supports for display items ▪ Assist Conservator and exhibition team with the installation and take down of exhibitions in the Weston Gallery 	15%

	<ul style="list-style-type: none"> ▪ Support the Digitisation Technical Officer with the handling of materials being digitised 	
4	<p>You will support the delivery of public services</p> <ul style="list-style-type: none"> ▪ Undertake production of materials requested by readers in the Reading Room. ▪ Provide support to staff, students, visitors and volunteers by demonstrating care and handling and preservation procedures as required 	10%
5	<p>Personal development</p> <ul style="list-style-type: none"> ▪ Undertake a programme of continuing personal development, including the development of skills and knowledge required for the role 	5%
6	<p>Other</p> <ul style="list-style-type: none"> ▪ Any other duties appropriate to the role and level of the post 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent manual dexterity and good hand-eye coordination, with the ability to handle fragile materials and use tools and sharp instruments to undertake fine detail work or crafts ▪ Ability to lift and move heavy materials and work at height using ladders ▪ Good IT skills to communicate and record information (confident with Microsoft Office applications or equivalent software) ▪ Effective time management and organisational skills with the ability to work on your own initiative and as part of a team ▪ Ability to work accurately and pay attention to detail ▪ A practical approach to solving problems 	<ul style="list-style-type: none"> ▪ An understanding of conservation and/or bookbinding techniques ▪ Awareness and understanding of environmental monitoring procedures
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of working to standards and following procedures ▪ Experience of working to deadlines 	<ul style="list-style-type: none"> ▪ Experience of working in an archive, library or museum environment
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ You will have relevant work experience and a good standard of education including GCSE Maths and English at grade C/4 or above 	<ul style="list-style-type: none"> ▪ Full current driving licence (occasionally moving collections between campuses)



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
- Taking ownership** Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
- Forward thinking** Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
- Professional pride** Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
- Always inclusive** Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others



