**Job description**

**Title: Digitisation Assistant (Hillsborough)**

**Reports to: Archive Manager**

**Location: Warrington**

**Grade: 8**

**Salary: £26,010 per annum**

**Contract: Permanent**

# Purpose

As a Digitisation Assistant, you will work under the guidance of the Independent Office for Police Conduct (IOPC) investigation team to undertake digitisation of historical material, following appropriate preservation and digitisation standards, relating to the Hillsborough Stadium Disaster of 1989 and its aftermath. The post holder will undertake quality assurance of digitised records, searching a range of systems to assess duplication, also assist with the ongoing investigation.

The primary purpose of the Independent Office for Police Conduct (IOPC) is to secure and maintain public confidence in the police complaints system.

The IOPC conducts independent investigations and oversees the police complaints system in England and Wales. It sets the standards by which the police should handle complaints. We are independent, making our decisions entirely independently of the police and government. We are not part of the police.

As Digitisation Assistant within the IOPC you can expect to work in a progressive and dynamic organisation with declared and strong core values. These values influence our plans, service delivery and engagement with complainants, the police and all our stakeholders.

# Funnel chart  Description automatically generated with low confidenceOrganisational context

We work in the context of our agreed values which inform the way we do things at the IOPC. The Digitisation Assistant will need to be commited to managing in the context of these values.

The IOPC is committed to **promoting equality and valuing diversity** in everything we do. Our vision is to be, and to be seen as, a leader in inclusive employment and services, demonstrating this ethos in everything that we do.

* As a silver standard Stonewall employer, we continue to commit ourselves to being a LGBTQ+ employer through the work of our Pride LGBTQ+ Staff Network, creating welcoming environments for lesbian, gay, bi and queer people.
* We are pleased to share we are a signatory of the Business in the Community Race at Work Charter. The Charter is composed of five [calls to action](https://race.bitc.org.uk/issues/racecharter) for leaders and organisations across all sectors.
* Being a Disability Confident employer, the IOPC is dedicated to removing the barrier for disabled people to thrive in the workplace.
* Our Staff Networks are constantly working to make the IOPC the leaders of inclusive employment, from our Allyship Programme to [Welsh Language Standards](https://www.policeconduct.gov.uk/who-we-are/equality-and-diversity/welsh-language-standards) and Know the Line Policy, we are constantly seeking new ways to create an environment for all to develop and thrive.

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# Main duties and responsibilities

* To undertake the digitisation of Hillsborough-related material, for which the IOPC are custodians, ensuring appropriate digitisation standards, preservation standards and the safety of the record are considered at all times
* To ensure the integrity of the historic archive material relating to the Hillsborough Stadium Disaster and its aftermath is maintained by locating, retrieving and re-shelving records in a timely and accurate manner
* To quality assure all scanned records, through searching through a range of systems including databases and spreadsheets utilised by IOPC
* To ensure at all times that information contained within the collections is managed lawfully under the terms of the Data Protection and Freedom of Information Acts. To safeguard information and ensure it is not released unlawfully or restricted unnecessarily
* To perform audits of digitised material to ensure the completion of the digitisation project and to determine the quality of the records of this digitised material, providing suggestions for improvements and quality assurance. Including audio visual material held on removeable media, ensuring digital continuity and preservation is maintained for future posterity.
* To assess the risks of this content and assisting in the migration of this content to a secure format. At all times adhering to the IOPC Digital Continuity Police and Hillsborough Retention Schedule
* To quality assure the redactions work of Legacy Team Members, to ensure all file names and scan quality have remained of a high standard and nothing has been changed or altered in error

# Person specification

## Essential

* Experience of handling and working with archive material, and document production
* Experience of digitisation of archival material
* Experience of quality assurance
* Understanding of archive cataloguing standards and principles, including ISAD(G)
* Ability to retrieve detailed information from sources accurately
* Experience of working with discretion, confidentiality, and sensitivity
* Experience of working to tight deadlines and adjusting working practices accordingly
* Knowledge of relevant legislation, standards, and procedures in relation to collections management
* Proven experience of working effectively in a team environment
* Ability to work independently with minimal supervision
* Experience of having worked with multiple time demands and deadlines, exercising judgement on time management

## Desirable

* Experience of working with information within a Data Protection and Freedom of Information environment
* Experience of researching the HOLMES 2 database for investigation material
* Experience of using Relativity
* Experience of digital preservation

## Reasonable adjustments

The IOPC is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. We are open to providing you with the tools you need to succeed, from extra time to formatting changes, to name a mere few. If you require any reasonable adjustments to our recruitment process, please email humanresources@policeconduct.gov.uk

## Working conditions

Making the IOPC a great place to work is one of our key priorities. We are pleased to offer a unique hybrid working model based on business needs, balanced with the needs of our colleagues. Our business need framework guides our decisions about when it is best to work onsite (in our offices or other appropriate locations) to complete tasks most effectively or when to work remotely, offering colleagues flexibility to work where they feel most productive and supporting work-life balance. The model also encourages staff to feel welcome at the IOPC by ensuring we have opportunities to work face-to-face as teams.

## Preparation checklist

☐ Review the full job description

☐ Review the behaviours and the descriptors for each behaviour

☐ Review the Strengths dictionary

☐ Review the IOPC values

☐ Consider your Strengths (if applicable)

☐ Consider drafting example answers that cover the specific elements

☐ Prepare some questions to ask the interviewers