



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Conservation Assistant

Department: Communities, Economy and Transport

Grade: [Single Status](#) 6

Responsible to: Team Manager, Archive Services and The Keep

Purpose of the Role:

The Keep is our state-of-the-art Archive Centre in Brighton. The Keep operates in partnership between East Sussex County Council, Brighton and Hove City Council and the University of Sussex. It is home to the East Sussex and Brighton and Hove Record Office, the Royal Pavilion & Museums Local History Collections and the University of Sussex Special Collections and provides for the permanent preservation of the current and future archival heritage and historical resources of the partners. The Keep is also open to the public for people wishing to view archival material and attend talks and events.

The post-holder will assist archive and conservation staff with the implementation of allocated projects by providing comprehensive support; learning and carrying out preservation and conservation tasks, maintaining the systems and processes used for monitoring, and ensuring projects are delivered to agreed timescales and within budget. On-site conservation work contributes to the permanent preservation of public and historic records, enabling continued access for current and future users.

Key tasks:

1. Provide a high level of customer service to internal and/or external customers. Take responsibility for referring customer enquiries to other internal departments or services as necessary.
2. Provide timely and accurate information, including undertaking searches, investigating issues and providing advice on policies and procedures to customers.

3. Monitor and update local processes and procedures to improve efficiency and improve customer experience. Make recommendations on improvements to systems and processes to local management.
4. Produce correspondence and reports from written documents and other sources, including research and analysis as appropriate.
5. Support with the monitoring of contracts within the department including collating data and reports, providing information to managers and staff on the contract and supporting operational matters relating to the contract.
6. Plan and organise your work, having regard to the effective use of resources and safe working practices.
7. Accurately input data into computerised departmental systems, databases and spreadsheets and process, retrieve, analyse and cleanse data as necessary.
8. Assist with the induction of new team members.
9. Ensure the security of Council property that you are required to use or that customers may use or loan from the service and make requests to management for new stock or maintenance of existing stock.
10. Record and report on buildings issues liaising with contractors, other ESCC departments and staff.
11. Undertake more complex tasks, which includes the use of specialist equipment, software or skills.
12. Responsible for implementing regulations which have a direct impact on the health, safety and well-being of people.
13. Administer transactional financial processes, including payment cards for ordering goods and service, petty cash and processing invoices in line with Council standards.

Recognising that ESCC is a large organisation with a number of overarching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

- Net zero emissions targets – reduce your work's environmental impact.
- Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
- Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

PERSON SPECIFICATION

Essential Qualifications

1. RQF level 2 in English and Maths or ability to pass assessment at interview

Essential key skills, abilities, knowledge, experience, values and behaviours

2. Ability to plan and organise a varied workload, on occasion working to short deadlines.
3. Ability to use own initiative to solve problems, and welcome change
4. Ability to work collaboratively as a member of a team and be able to develop professional relationships across teams and services to achieve shared aims.
5. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages and/or style to suit different audiences.
6. Ability to converse at ease with the public and provide advice in accurate spoken English.
7. Interpersonal skills and emotional intelligence
8. Ability to use technology as part of the role including Microsoft 365 (including Outlook, Excel, Word).
9. Ability to handle data appropriately, maintaining information accurately data on departmental systems.
10. Attention to detail and a high level of accuracy
11. Ability to provide effective customer service which will include providing clear and succinct advice, responding appropriately to customers' needs.
12. Awareness of, and commitment to, equality diversity and inclusion
13. Ability and willingness to follow instructions
14. Awareness of the Data Protection regulations and a commitment to maintain confidentiality.

15. A commitment to professional and personal development.
16. Cash handling procedures and good practice

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children and/or people with care and support needs	No
Moving and handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift or night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and/or vibration	No
Food handling	No
Exposure to blood or body fluids	No