

Welcome to our information pack

Vaults Assistant (Berkhamsted) Fixed Term Contract until 31 March 2022

The following information is provided to assist your application. Information about the BFI can be found at our website: www.bfi.org.uk with information specifically about job vacancies at www.bfi.org.uk/about-bfi/job-opportunities

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Welcome to our information pack:

Vaults Assistant

**Fixed Term Contract until 31 March 2022
(based at National Archive, Berkhamsted)**

Thank you for your interest in the post. I hope that you find this information pack helpful and we look forward to receiving your application. The successful applicant will be joining the BFI at a hugely important and pivotal time. The post of Vaults Assistant will play a crucial role to ensure our success going forward.

1. How to Apply:

To apply please click the *Apply Online* button and complete our online application form, including a supporting statement regarding what you bring to the role and how you meet the criteria of the person specification plus our completed equality & diversity monitoring form.

Please submit your application by **midnight, Thursday 14th November**. If you experience any technical difficulties or require reasonable adjustments for the application process please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk or telephone: 0207 957 4706 who will be happy to help. Please be aware that Google Chrome users may experience technical issues when submitting an application online and are recommended to use an alternative browser.

If you are a BFI internal applicant please click on BFI Intranet via My BFI.

First interviews will be held on **Thursday 28th November 2019**.

If you have any questions or want to discuss the post prior to applying please contact me at: Chris.Mckee@bfi.org.uk.

I look forward to receiving your application.

Chris McKee
Vaults & Dispatch Manager

2. Job Advert



Vaults Assistant

**Fixed Term Contract until 31 March 2022
(based at National Archive, Berkhamsted, Hertfordshire)**

**Salary £22,494 - £23,865 plus generous benefits package
We support flexible working**

We are looking for a Vaults Assistant, who will be responsible for retrieving, transporting and re-filing the film, video and digital assets of the BFI National Archive, ensuring the highest standards of collections care.

You will be responsible for ensuring the safe and timely delivery of the archive's holdings to clients. You will also undertake inspections of the archive's holdings, report results and accurately barcode and label the archive's assets.

You should have good attention to detail, with knowledge of manual handling techniques. You will need a valid UK driving license with a safe driving record, and the ability to drive and load/unload vans, moving heavy weights, on a regular basis.

Based at the BFI National Archive in Berkhamsted (Hertfordshire) you will enjoy benefits such as our pension scheme, excellent support for working parents, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

Further details about the post can be obtained by visiting www.bfi.org.uk/about-bfi/job-opportunities.

The closing date for applications is **Thursday 14th November 2019**

First interviews will be held on **Thursday 28th November 2019**



We support diversity and inclusion

3. The package - salary and benefits

All roles at the BFI are individually evaluated. This role is graded at Level 1B and the salary range is £22,494 - £23,865 per annum

We would normally aim to recruit to the minimum point of the pay scale, but will match to the nearest point within our pay scale (where possible) the successful candidate's current salary within a similar external role.

After successfully completing our 6 months' probation period candidates will progress to the spot rate for the role at £23,169 (if not appointed at that rate or higher).

At the BFI we offer a wide range of benefits to our employees including:-

- BFI pension scheme
- 28-33 days paid annual leave (excluding Bank Holidays)
- Support for working families: generous contribution to childcare costs; childcare vouchers; enhanced maternity, 4 weeks paid parental leave and enhanced shared parental pay
- We promote and support flexible working
- Our Employee Assistance Programme provides advice and support for employees and their key family members across all life events
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events and Film Festivals (the London Film Festival and FLARE)
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% employee discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% employee discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% employee discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

Certain conditions apply on some benefits and these details are available from Human Resources. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.

4. The BFI

The BFI is an internationally recognised cultural body, and the lead organisation for film in the UK. We are a Government arm's-length body and distributor of Lottery funds for film. We serve a public role which covers the cultural, creative and economic aspects of film in the UK. The BFI delivers this role:

- As the UK-wide organisation for film, a charity core funded by Government
- By providing Lottery and Government funds for film across the UK
- By working with partners to advance the position of film in the UK.

Our ambition is to create a flourishing screen environment in which innovation, opportunity and creativity can thrive by:

- Connecting audiences to the widest choice of British and world cinema
- Preserving and restoring the most significant film collection in the world for today and future generations
- Championing emerging and world class filmmakers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of filmmakers and audiences

Founded in 1933 the BFI is a registered charity governed by Royal Charter. The BFI Board of Governors is chaired by Josh Berger CBE.

[BFI2022](#) is our strategic plan for film for 2017-2022. It focuses on our three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences. The strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

Diversity & Inclusion

We welcome applicants from all backgrounds.

We want to make sure our workforce is diverse and representative of the communities we work with, and that our opportunities are open to all.

- We are Stonewall Champions. Stonewall works for equality and justice for lesbian, gay, bi and trans individuals.
- We are a Disability Confident employer, accredited by Jobcentre Plus.
- Our two areas of under-representation are BAME re ethnicity and disabled people. To encourage applications from both communities, all candidates who meet our job specification minimum requirements for the role they have applied to are invited to stage 1 of our selection process.
- We are members of the Employer's Network for Equality and Inclusion.

- We are members of the Southbank Employers Group, a partnership with a long-term commitment to improving the everyday experience of the area for employees, visitors and residents alike.

People Engagement and Wellbeing

The BFI takes our responsibility to engage and develop our employees seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager.
- Meetings are held at Directorate, Department, team and individual level with 'all employee' events each quarter.
- Our brand values are 'Approachable, Inspiring and Responsive'.
- We are committed to promoting diversity and inclusion across all our activities. A cross BFI representative steering group assists us plan and monitor our initiatives.
- Our mean gender pay gap was 0.4% as at 31 March 2018.
- We are a disability confident employer.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health First Aiders at each main site.
- We regularly review our staff engagement strategies to see how we are doing

5. The Role

Job Description

Directorate:	Collections & Information
Department:	Collections Management (Vaults – Berkhamsted)
Role:	Vaults Assistant
Grade:	1B
Accountable to:	Team Leader (Berkhamsted)
Location:	BFI National Archive - Berkhamsted
Main contacts:	All users needing access to the BFI National Archive collection at Gaydon; Collections Gateway; Facilities staff; Vaults colleagues at Berkhamsted.

Main Aims

To retrieve, transport and re-file the film, video and digital assets forming the holdings of the BFI National Archive, ensuring the highest standards of collections care. To take particular care in the handling of all nitrate film materials, observing the BFI's nitrate handling procedures at all times. To ensure the security of BFI holdings at all times.

Key Responsibilities

- To work accurately to retrieve the archive's assets from storage utilising the systems provided.
- To ensure safe and timely delivery of the archive's holdings to clients.
- To re-file assets with complete accuracy.

- To make accurate use of barcoding systems.
- To be trained in First Aid
- To make safe use of all devices provided to enable working at height, and to be aware of safe working at height regulations.
- To be able to drive vans in order to transport the BFI's holdings.
- To pack and transport films safely and in particular to follow the nitrate handling procedures of the BFI.
- To be aware of conservation issues affecting the archive's holdings and to advise when assets are discovered that are in need of attention.
- To be aware of the acceptable environments (climates) required for safe storage of film, video and digital assets and to advise when such climates are not achieved.
- To understand how the archive's holdings must be acclimatised prior to use or before return to storage and to ensure safe acclimatisation of those assets.
- To be able to undertake inspections of the archive's holdings and report results.
- To accurately barcode and label the archive's assets.
- To safely re-can film holdings.
- To assist in any other work in the Archive as reasonably required.

Approach:

- To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.
- To be supportive and good team player, supporting others where you can, and actively participating in team meetings, events and the induction and training of new team members
- To promote and support diversity and inclusion in all activities
- To be an ambassador for the BFI through maintaining a professional approach at all times.

- The post holder must at all times carry out their responsibilities with due regard to the BFI's policies and procedures
- To undertake any other activities that may be reasonably required.

Vaults Assistant Person Specification

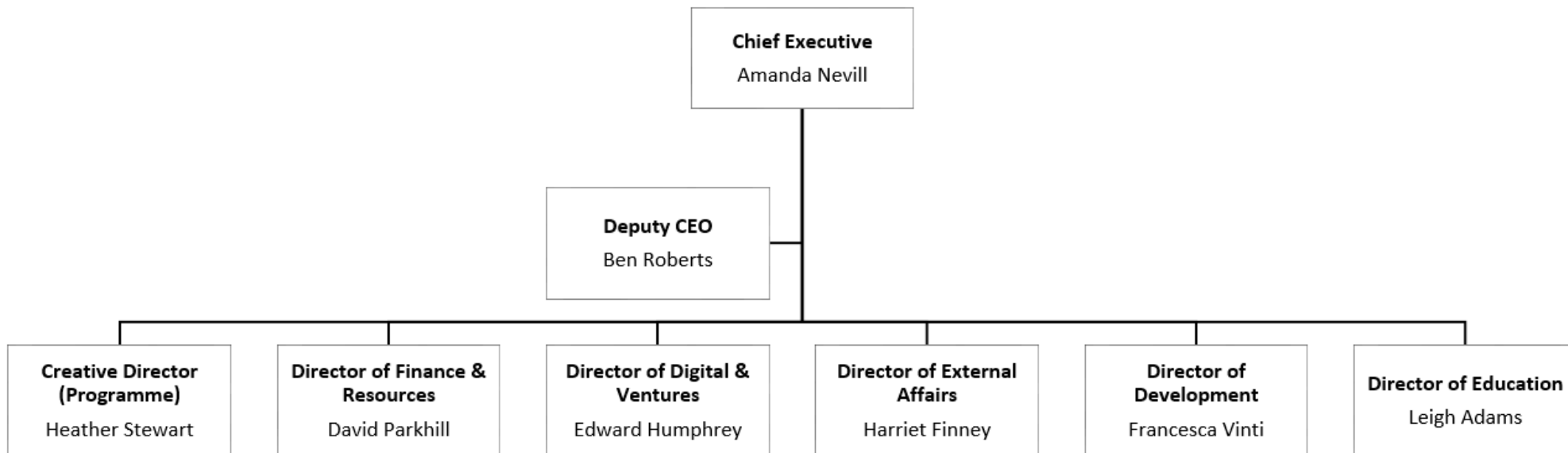
Minimum requirements:

- Previous relevant experience working in an archive and/or with collections materials
- Demonstrable ability to drive and load/unload vans, moving heavy weights, on a regular basis
- Valid UK driving licence with a safe driving record
- A good knowledge of manual handling techniques
- Able to lift heavy loads and manoeuvre heavy equipment
- Demonstrable ability to climb ladders and work at height
- Demonstrable ability to work safely in dangerous environments and ensure the safety of others, carrying out risk assessments as required
- Demonstrable ability to work, with appropriate PPE, in hostile (sub-zero and dry) climates
- Capacity to step up to a role where film materials are handled, examined, identified and selected
- Able to step up to a role which includes diagnosis of the conservation needs of a range of film materials
- Capacity to learn the means of operation of the equipment used to view and process heritage materials

- Appreciation of the dangers posed by nitrate film
- Good communication skills with the ability to deal effectively with people at all levels
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'
- A proven track record of promoting and supporting diversity and inclusion
- Experience of working as a supportive team member
- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment.
- A competent Microsoft Office user
- A commitment to continual professional development
- a good knowledge of driving in Central London and surrounding areas

October 2019

6. BFI Executive Structure:



7. Collections & Information: Collections Management Organisation Chart

