

**JOB DESCRIPTION**  
**Copy Typist**  
**Vacancy Ref: N1148**

|  |                          |
|--|--------------------------|
| <b>Job Title:</b> Copy typist, ERWCOHA Digitisation project  | <b>Present Grade:</b> 3S |
| <b>Department/College:</b> History (Regional Heritage Centre)  |                          |
| <b>Directly responsible to:</b> Director, Regional Heritage Centre   |                          |
| <b>Supervisory responsibility for:</b> N/A   |                          |
| <b>Other contacts</b>  |                          |
| <p><b>Internal:</b> The post-holder is required to liaise with the Director of the Regional Heritage Centre (line manager), academic and administrative staff in the RHC and Department of History, and on occasion academic and administrative staff across the Faculty (FASS) and University, e.g. Procurement, Catering and Room Bookings.</p> <p><b>External:</b> The post-holder is required to liaise from time to time with people from outside the University who have a particular interest in the digitisation of the Elizabeth Roberts Working Class Oral History Archive e.g. members of RHC Steering Group and Advisory Board, members of local history societies.</p>  |                          |
| <b>Major Duties:</b>   |                          |
| <p><a href="#">Click here to enter text.</a></p> <ul style="list-style-type: none"> <li>-To accurately re-type 'hard copy' transcripts of interviews held in the Elizabeth Roberts Working Class Oral History Archive into electronic form so that they can be coded for digital distribution via a website. It has been estimated that the process of copy-typing the transcripts will take 9 months (on a 1 FTE basis).</li> <li>-The post-holder will be expected on occasion to liaise with other staff on matters relating to the broader project of digitising the Elizabeth Roberts Working Class Oral History Archive.</li> <li>- Any other duties that may occasionally be reasonably required by the Director of the Regional Heritage Centre</li> </ul> |                          |