

Archivist

Job Ref: REQ250452

Job Description

Job Grade: Management & Specialist 6

Job Purpose:

- To support the University Library's activity by managing the University Archive service.
- To oversee the management and development of the physical and digital collections of the University Archive and to ensure these are preserved, discoverable and accessible for the purposes of teaching and research.

Job Duties

Strategy development and implementation

- To implement, review and further develop (and review as necessary) an action plan for the university archives, in support of the Library's strategy for the university archives.
- To work across the institution to explore, assess and instigate the transfer of relevant university records within the university archives.
- To promote the university archives as assets to be utilised for the benefit of the wider university community.
- To facilitate discovery of the university archives through development and publishing of web-based catalogue records and indexes.
- To work with colleagues within the Library to investigate solutions to manage the digital preservation of content, including archival material.

Service delivery

- To manage the receipt and accession of university archives, developing, maintaining, and enhancing workflows to support this.
- To appraise items donated or transferred to ensure they meet collection policy requirements.
- To catalogue the university archives, in line with international standards.
- To ensure the secure storage and safe use of the university archives is maintained at all times.
- To develop and maintain good relationships with donors and other stakeholders.
- To provide a reading room service that enables students and researchers to view and work with the University's archive material.
- To provide an enquiry service in respect of the university archives.
- To develop and maintain documentation associated with the operations of the university archive.
- To make available, where feasible, alternative formats of archive material, as requested by users, in line with the Archive Access policy.
- To develop and initiate projects both within the University and with external partners to enhance the use of the university archives.
- To take operational responsibility for the recruitment and line management of any project workers and volunteers working to support the university archive service.
- To maintain awareness of, and adhere to, legislative requirements of the service (GDPR, IP etc) as well as any new archival standards..

Relationship and connections

- To collaborate positively across the Library and the wider University in order to contribute to areas of shared strategic importance.
- To make connections within our user communities to ensure service development is user centered.
- To support the collation and analysis of a range of user feedback and data to support service improvements.

General

- To maintain an awareness of developments and best practice in the field of archives.
- To undertake continuing professional development.
- To ensure compliance with relevant University policies and procedures.
- To undertake any other duties which may reasonably be required by the Librarian, that are commensurate with the nature and grade of the post.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Open Research Development and Discovery Lead

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Recent relevant experience of working in an archive or with archive collections.	1,3
	Knowledge of archival management principles, standards and best practice.	1,3
	Knowledge of archive cataloguing and metadata schema (such as ISAD(G)).	1,3
	Knowledge of relevant legislation, including the Freedom of Information Act 2000, the Data Protection Act 2018, as informed by the General Data Protection Regulations, and copyright legislation.	1,3
	Proven experience of collaborative working to maintain high levels of service delivery.	1,3
	Knowledge and experience of how digital systems can be used to facilitate management of archives.	1,3
	Demonstrable commitment to maximising discovery and access to archives material, to support academic research, learning opportunities and wider public interest.	1,3
Skills and abilities	Evidence of high levels of accuracy and attention to detail.	1,3
	High degree of confidence with standard Microsoft applications and web-based systems	1,3
	Self-motivated with an ability to work using own Initiative to make professional judgements.	
	Evidence of strong team working skills and the ability to work collaboratively with a variety of different stakeholders both internal and external to the organisation	1,3
	Show a flexible, enthusiastic, and positive attitude	1,3
	Excellent communication, presentation, and interpersonal skills	1,3
	Flexible approach with ability to efficiently handle and monitor varied workload and meet deadlines	1,3
	Ability to analyse and solve problems	1,3
	Ability to carry out tasks that involve some physical effort and dexterity	1
Training	Commitment to learning and developing new skills	1
Qualifications	Degree or equivalent professional experience	1

Other	A commitment to equality and diversity with the ability to role model, adhere to, and advocate for the University's E&D policy	1,3
	Willingness to adhere and support the Library values	1

Desirable Criteria

Area	Criteria	Stage
Experience	Knowledge of and interest in new developments in digital technologies and their applications in archives	1,3
	Knowledge of digital preservation principles and best practices.	1,3
	Knowledge and understanding of the Higher Education environment	1,3
Qualification	Relevant professional qualification	1

Conditions of Service

The position is 0.5fte and open ended. Salary will be on Management and Specialist 6, £35,116-£45,413 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grades 6 and above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is 22 June 2025.