

Senior Archive Assistant

Job Ref: REQ260496

School/Department summary:

Loughborough University Library is a vibrant hub of knowledge, dedicated to delivering excellent service, high quality resources, and welcoming learning environments for its communities. Guided by University Strategy and the Library Blueprint, the Service works to advance scholarship, foster equitable access, and create welcoming spaces that empower all users to learn, research, and develop.

Job Description

Job Family and Grade: Administrative Services Grade 4

Job Purpose

To provide support for the University's Archive service and to assist service development via a range of initiatives and projects.

Job Duties:

Archive support

- To process materials for inclusion in the Archive, with a focus on ensuring identification and discoverability
- To add appropriate metadata to materials for the Archive: directly into spreadsheets and/or archival software, or by cross-referencing from paper finding aids
- To identify non-standard materials and handle or refer as appropriate
- To supervise the Archives Reading Room
- To assist the Archivist with answering complex enquiries and research
- To assist the Archivist with training and supervision of volunteers
- To collate data to support service improvements
- In conjunction with colleagues, to assess and review the Archive workflows and processes
- To identify and locate materials
- To shelve and tidy archival materials as required, including identifying damaged items for preservation
- To support the Archivist with managing the collection and space as appropriate
- To assist the Archivist in repackaging physical materials in line with archival principles for conservation.

General

- To respond to enquiries received and take appropriate action, dealing with University staff, researchers and students, members of the public and external organisations.
- To undertake manual handling of materials including lifting and carrying
- To undertake continuing professional development.
- To ensure compliance with relevant University policies and procedures.

Points To Note

This is a part-time 0.45 full-time equivalent role. Exact working hours will be confirmed with the successful applicant as per needs of service.

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 outlined in the document.

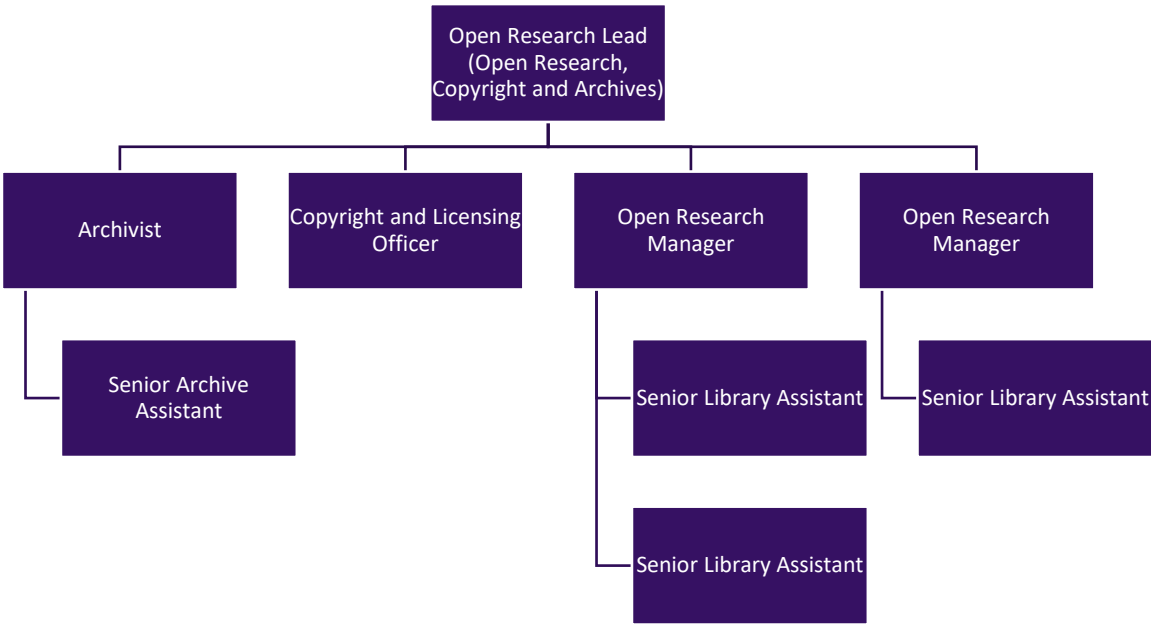
Organisational Responsibility

Reports to the: Archivist.

Direct Reports: N/A

Budget Responsibilities: N/A

Structure Chart:



Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Knowledge and experience of archives.	1,3
	Experience of using Archive Management Systems/Databases.	1,3
	Experience of establishing and maintaining accurate records.	1
Skills and abilities	Flexibility with the ability to efficiently handle and monitor varied workload and meet deadlines.	3
	Able to plan, prioritise and work independently with minimal supervision.	3
	Excellent interpersonal skills, able to deal with a variety of people in a professional manner	1,3
	Strong team working skills with the ability to work collaboratively	3
	Able to approach change with a positive attitude.	2
	Able to work with accuracy and attention to detail.	2
	Good practical IT skills, including the ability to work with a variety of applications such as Microsoft Office and web-based platforms.	3
	Physically able to carry out the duties associated with carrying and handling potentially delicate and fragile materials.	3
	Commitment to learning and developing new skills.	3
	A Level education or equivalent qualifications or experience.	1
Other	A commitment to equity, diversity and inclusion with the ability to role model, adhere to, and advocate for the University's EDI policy.	3
	Willingness to adhere and support the Library values.	3

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1
	Experience of using AtoM archival description software.	1
	Experience of Loughborough specific systems and procedures.	2
Skills and abilities	Knowledge of metadata standards	2
Qualifications	Degree or equivalent experience working in a higher education archive	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every person's right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic and Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We 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.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability, provided they meet the essential criteria for a role. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.