

Human Resources

It is important to note that this job description is a guide to the work you will be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of:

Archivist EHA1839-0819

Responsible to: Dean of Learning Services

Accountable to: Collections Manager

Main purpose of the Post

The post will have responsibility for ensuring that the University library archive is maintained, developed and promoted to facilitate excellence in learning, teaching and research. The post holder will be proactive in the development of appropriate policies and procedures and ensure best practice in the discoverability, curation, preservation and engagement of the collections in the University archive. The post holder will be based in the Collections & Archives team.

Main duties of the post are as follows:

1. To establish and develop the policies and processes required to manage all aspects of the University archive collection management cycle.
2. To work with Learning Services staff to provide focused support, consultation and advice for all staff and students wishing to use the archive and to manage an enquiry service promoting access to the collection.
3. To network across the cultural heritage sector and explore the potential for acquiring new collections which may align with the University's teaching and research interests.
4. To liaise with the wider Collection & Archives team in relation to digitisation projects for the archive.
5. To mentor and supervise Senior Information Assistants undertaking tasks in the archive and provide relevant training and development activities.

6. To set cataloguing priorities and to sort, arrange and catalogue archive materials onto the archival system and to supervise cataloguing, employing archival standards.
7. To provide specialist knowledge and expertise to support the University Disaster Management Plan.
8. To prepare and co-ordinate funding proposals with the Collections Manager to attract new collections and funding available to support and enhance the University's learning, teaching and research provision.
9. To contribute to learning space planning to ensure provision of an attractive and accessible environment for visitors to the archive.
10. To plan and prepare a regular cycle of exhibits showcasing materials and artefacts

In addition to the above all Edge Hill staff are required to:

- Adhere to all Edge Hill's policies and procedures, including Equal Opportunities and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in Edge Hill's Performance Review and Development Scheme.

It is expected that the post holder will work flexibly according to the on-going demands of the job and responsibilities at this level.

Salary Range: Grade 6, Points 23-26
£27,025 - £29,515 per annum, pro rata

Hours of work: 14.5 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION FORM

Archivist EHA1839-0819

CRITERIA: Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	Postgraduate qualification in archives and record management or equivalent experience	*		S/I
Experience and Knowledge				
2	Experience of managing and preserving archive and rare book collections and materials	*		S/I
3	Knowledge of archival theory, standards and copyright and the legal framework of Data Protection Act, and Freedom of information Act	*		S/I
4	Experience of archival cataloguing systems	*		S/I
5	Experience of enquiry work and supporting users within an archive environment	*		S/I
6	Demonstrable interest in and awareness of the potential of archives within a higher education context	*		S/I
Abilities/Skills				
7	Able to effectively manage change, with a creative approach to problem-solving	*		S/I
8	Able to motivate and influence staff	*		S/I
9	Able to organise and prioritise work effectively	*		S/I
10	Able to work effectively under pressure and demonstrate enthusiasm, energy and initiative	*		S/I
11	Be able to work as part of a wider team and contribute positively to the team effort	*		S/I
12	Able to operate flexibly and reliably	*		S/I
13	Able to demonstrate a positive approach to customer care	*		S/I

14	Able to develop and maintain effective working relationships at all levels	*		S/I
15	Excellent communication skills both oral and written	*		S/I

*Method of Assessment

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.