

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Assistant Manager, University Archives and Special Collections Centre and Stanley Kubrick Archivist

**Salary :**

**Grade:** 5

**Location:** Elephant and Castle

**Accountable to:** Manager, University Archives and Special Collections Centre (ASCC)

**Section:** Library Services

**Purpose of Job:** To contribute to the development, delivery and exploitation of high quality, customer-focussed library services at University of the Arts London (UAL), which support the learning, teaching and research activities of its Colleges by being responsible for the effective and efficient day-to-day organisation and delivery of services within the University Archives and Special Collections Centre and the recruitment and timetabling of staff within the local team. The post-holder will also act as the named archivist for the Stanley Kubrick Archive

### Specific Duties and Responsibilities

#### Service delivery and operational management

1. Manage the delivery of day-to-day services within the University Archives and Special Collections Centre
2. Support, develop and promote an effective enquiry, information and research skills programme, to embed the use of archives in the academic life of the University, in liaison with Academic Support
3. Participate in the management and use of digital technology as part of the ASCC service; by managing and informing the development of the Archive Management System, (currently CALM); supporting the implementation and development of the digital asset management system; contributing to the UAL web page, social media and external web gateways as appropriate
4. Produce and collate statistical information as required
5. Recruit staff and co-ordinate induction programmes for identified new staff, manage probation and annual planning, review and appraisals (PRAs)
6. Manage designated budgets, as appropriate, and support the identification of relevant funding opportunities in support of the archive collections and in the preparation of appropriate bids
7. Contribute to the projects and activities of Library and Academic Support Strategy Groups and the Archives and Special Collections Community of Practice as required.
8. Uphold Library Services policies and procedures.
9. Represent Library Services and UAL through networking activities within and beyond UAL
10. Deputise for the Manager, ASCC as required

#### Stanley Kubrick Archivist

11. Develop effective relationships with the donors of the Stanley Kubrick Archive, in liaison with the Manager, University Archives and Special Collections Centre
12. Develop expertise in the contents and interpretation of the Stanley Kubrick Archive; contribute and facilitate scholarship resulting from the use of this Archive
13. Contribute to research to identify additional material, which might be held by other bodies, relevant to the life and work of Stanley Kubrick and others whose archives are represented in ASCC

#### Collection development and management

14. Offer professional archive advice to the UAL Archives and Special Collections Community of

Practice

15. Manage the conservation and preservation of archives and special collections in line with expert preservation advice
16. Assist in the development and management of the physical space and resources for the local service, including liaison with colleagues and contractors as required

**In addition the post holder will be expected to:**

17. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
18. To undertake health and safety duties and responsibilities appropriate to the role.
19. To work in accordance with the University's Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work.
20. To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
21. To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
22. To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Resources Managed

Budgets: as allocated

Staff: 1.0 FTE G3 x 2

Other (e.g. accommodation; equipment): Specialist archival materials, environment and equipment

Key relationships

Library and Academic Support colleagues

Students and researchers from UAL and external Higher Education Institutions

Academic staff

IT services

Estates Services

Legal Services

Archive donors

UAL Archives and Special Collections Community of Practice

Stanley Kubrick Archive Advisory Board

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Person Specification	
Specialist Knowledge/ Qualifications	<p>Degree in any subject and a postgraduate qualification in Archives and Records Management or equivalent</p> <p>Has knowledge of subject areas relevant to the archives and collections held in the University Archives and Special Collections Centre.</p> <p>Awareness of relevant legislation, such as Data Protection Act, Freedom of Information, Copyright Act.</p> <p>Knowledge of relevant archival standards such as ISAD(G) and digital archiving standards</p> <p>Commitment to own development and to continuous professional development, through effective use of appraisal scheme and staff development processes, such as those in place at University of the Arts London.</p>
Relevant Experience	<p>Has relevant experience of managing a user-focused archive or museum service within an academic environment or equivalent.</p> <p>Has experience of line managing staff.</p> <p>Has experience of managing relationships with stakeholders e.g. donors</p> <p>Has experience of using appropriate collection management software, e.g. CALM and a Digital Asset Management System</p> <p>Has experience of working with web-based technologies including social media.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p>

Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

**Last updated: October 2017**