

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Assistant Archivist
Accountable to: Assistant Manager, Archives and Special Collections Centre
Department: Library Services
Grade: 3
Salary : £28,839 - £35,205 per annum
Location: University Archives and Special Collections Centre

Section: Library and Student Support Services

Contract Length: Permanent **Hours per week:** 35 **Weeks per year:** 52

Purpose of Job:

To assist in the development, delivery and exploitation of high quality and customer-focused archive services at the University of the Arts London (UAL), which support the learning, teaching and research activities of its colleges. In particular, to participate in the day-to-day organisation and delivery of services within the University's Archives and Special Collections Centre and to work with archives and special collections across the University's sites.

Main Duties and Responsibilities:

1. Contribute to the day-to-day operations of the University Archives and Special Collections Centre, including supervising and supporting users of the archive, conducting tours/workshops and assisting with enquiries in person, by email and on the telephone.
2. Support and promote the use of the archives through educational activities such as inductions, information skills sessions and tailored learning support for specific courses on request in liaison with relevant departments across the University.
3. Support the promotion of the Archives and Special Collections Centre on UAL webpages, blogs and social media accounts
4. Support volunteers as directed by the Archives Centre Manager.
5. Participate in an ongoing programme to catalogue archive collections in line with recognised archival practice, e.g. ISAD(G), EAD and other nationally recognised standards, using CALM software (in liaison with the Archives and Special Collections Centre Manager and Assistant Manager.)
6. Support work to decolonise the University's archival collections, including appraising, accessioning, cataloguing and promoting new collections in liaison with Library Services colleagues and colleagues across UAL.
7. Contribute to the conservation and preservation of the archive collections in line with expert preservation advice.
8. Support digitisation projects involving archives and special collections across the University.
9. Contribute to the implementation and application of the Digital Archive Management system Preservica.
10. Assist with the curation of exhibitions to promote Library Services collections, when required.
11. Assist with preparing archival materials for internal and external loan, in liaison with Assistant Manager.
12. Assist and support the export of records as appropriate, in support of the Open Archive Initiative, AIM25, Archives Hub or other appropriate national archive projects.
13. Represent Library Services at College meetings as required and attend internal UAL meetings as directed.
14. Uphold Library Services policies and procedures.
15. Contribute to and participate in the activities of the Library and Student Services team and participate in projects and activities as required, including Task and Finish groups and involvement in project teams.
16. Participate in the identification of relevant funding opportunities in support of the archive collections and in the preparation of appropriate bids and contribute to digitisation projects where appropriate.

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 Policy and the Staff Charter, promoting equality and diversity in your work
20. To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
21. 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
22. 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
23. 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: none

Staff: none

Other (e.g. accommodation; equipment):

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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.

We aim to be an equal opportunities employer embracing diversity in all areas of activity and we are working actively to increase representation among staff of people from black, Asian and minority ethnic backgrounds, people who are LGBTQ+, people with a disability, or learning difference, from different nations and regions, or from a less advantaged socio-economic background.

Person Specification	
Specialist Knowledge/ Qualifications	A postgraduate qualification in Archives and Records Management, or equivalent experience of work in an archive and demonstrable knowledge and experience of working to international standards in cataloguing and collections care.
Relevant Experience	Has relevant experience in an archive Has relevant experience within an academic environment or equivalent
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service

Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems
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Last updated: June 2015