

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b> Project Curator History of LCC Project	<b>Accountable to:</b> Project Leader
<b>Contract Length:</b> Jan 2020	<b>Hours per week/FTE:</b> 0.4
<b>Salary:</b> £13,461 - £16,531 (pro rata £33,653 - £41,329)	<b>Grade:</b> Grade 4
<b>College/Service:</b> LCC	<b>Location:</b> Elephant & Castle

**Purpose of Role:**

To work flexibly as a member of the History of LCC Book project research team -working directly with the Project leader and other members including the Head of College. Research and provide the time line for the book and write specific chapters.

**Duties and Responsibilities**
**1 Write copy for the book and provide the timeline.**
**2 To organise all aspects of the project work including:**

- To administer the project together with the the Project Leader
- To write and coordinate content for the History of LCC / project website and to write regular research activity updates on the blogs
- To work with the project leader in the writing and preparation of written/practical outcomes for the project's annual report and any other research reports.
- To respond orally, in writing and face to face to a range of enquiries and related matters from internal and external sources regarding the Project.
- To develop a specialist knowledge of the Subject Area by attending external events and to initiate and maintain contacts with external researchers and designers- to collate and be responsible for a) social history and b) specific college time line.

**2 To work with the Project Leader on the research and development of the Project which includes:**

- Organise and implement any Project events including exhibitions and conferences
- Coordinate any publications or publicity material and/or respond to any press and external enquiries
- Be responsible for the audio and visual outcomes from the Project
- To officially represent the Project at any external events including symposia and student workshops
- To be responsible for all filing and storage of research materials
- Together with Project leader prepare and attend meetings with the publisher
- To conduct and transcribe oral history interviews, handling confidential material sensitively. To be an active participating practitioner on the Project, contributing to the workshops and outcomes

**3 To work closely with the UAL / LCC Research Office in matters relating to the Project.**
**4 To be an active and valuable member of the LCC Research Culture, contributing to college events, programmes and outcomes.**
**5 To be part of with the development, organisation and dissemination of the Project information, including:**

## Item 01

- To regularly attend external events and to write feedback reports and disseminate this information to the team members and students

6. To prepare project information and outcomes for dissemination including papers for publication, and presenting research results within the College and University.

7. To organise exhibitions that result from this research

8 To design and prepare for printing all relevant publicity material for the project

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- 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
- 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
- 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

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

### **Specific Management Responsibilities**

**Budgets:**

**Staff:**

**Other** (e.g. accommodation; equipment):

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_

(Recruiting Manager)

**HERA Ref - 000940**

**Job Title:** **Grade: 4**

Person Specification	
Specialist Knowledge/Qualifications	<p>Knowledge of primary research, trained in oral history, knowledge of digital archiving and of publishing.</p> <p>Excellent knowledge and experience of good digital archiving practice</p> <p>College alumnus preferred.</p>
Relevant Experience	<p><i>Recruiting Manager to specify</i>  <b><u>person specification:</u></b></p> <ol style="list-style-type: none"> <li>1. Excellent experience working in an archive; e.g., a background in collections management, as an archivist or archive assistant.</li> <li>2. Experience of working on previous oral history projects, needs to have been trained</li> <li>3. Experience working with sensitive and confidential material in a number of archives and institutions</li> <li>4. Experience of working in the publishing sector</li> <li>5. Experience as a published Editor, Researcher, Picture Editor</li> <li>6. Experience as a transcriber</li> </ol>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads 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
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
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.

**Item 01**

Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

**Last updated:** 15 June 2018

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