

JOB DESCRIPTION		
<b>Job Title:</b> Assistant Archivist: University Archive and Institutional Memory		<b>Accountable to:</b> Assistant Manager, University Archives and Special Collections Centre
<b>Contract Length:</b> 6 months fixed term	<b>Hours per week/FTE:</b> 1.0FTE	<b>Weeks per year:</b> ayr
<b>Salary:</b>	<b>Grade:</b> 3	
<b>College/Service:</b> Library Services / University Archives and Special Collections Centre		<b>Location:</b> Elephant & Castle / LCC
<p><b>Purpose of Role:</b></p> <p>To assist with the development and exploitation of the University's Institutional Archive that will capture, preserve and make accessible the University's official records and institutional memory that have long-term value to researchers in the University and beyond. This Archive will promote greater knowledge and understanding of University's past and present, and also act as a resource to stimulate new educational and creative practice into the future.</p> <p>The postholder will 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.</p>		
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist in the implementation of the Collecting Policy for the University's Archive and Institutional Memory.</li> <li>Contribute to procedures to develop the University's Archive at University and College level, using the new Policy as the framework for these procedures.</li> <li>Identify material and arrange for its digitisation, to provide digital content to the Institutional Archive, in line with recognised standards and the Collecting Policy.</li> <li>Contribute to the promotion of the institutional memory of the University by providing content for the UAL website and other communication channels, including publication and social media.</li> <li>Audit the existing archive collections at UAL and undertake a gap analysis to identify key records which may be missing from existing collections, in line with the University Archive and Institutional Memory Collecting Policy.</li> <li>Catalogue materials in the Institutional Archive in line with archival cataloguing standards and by using archival software, eg. CALM.</li> <li>Research and ensure the delivery of selected oral history interviews to contribute to the Institutional Archive.</li> <li>Research records that may be held in other repositories, e.g. London Metropolitan Archive, so that appropriate references can be made to these collections in order to inform knowledge of the development of the London Institute and University of the Arts London.</li> <li>Liaise with other archivists and collection managers across UAL as well as with other relevant stakeholders that have an interest in the Institutional Archive to ensure their views are taken into account throughout its development.</li> <li>Liaise with the Records Management team through appropriate colleagues to ensure complementarity and seamless development of policy in both areas.</li> <li>Liaise with Teaching and Learning Exchange through appropriate colleagues in order to link their research into the history of creative arts pedagogy, where this is relevant to the history of the University documented within the University's Archive and Institutional Memory.</li> </ul>		

- Provide regular progress reports to the University Archives and Special Collections Advisory Board.
- Contribute to the day-to-day operations of the University Archives and Special Collections Centre, including supervising and supporting users of the Archive and assisting with enquiries in person, by email and on the telephone.
- Contribute to the conservation and preservation of archival materials in accordance with preservation advice.
- 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.
- Support and promote the use of the archives through educational activities such as inductions and information skills sessions and providing tailored learning support for specific courses on request in liaison with relevant departments across the University.
- Assist with the curation of exhibitions to promote Library Services collections, when required.
- 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.
- Manage designated budgets, as appropriate.
- 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.

- University Archives and Special Collections Advisory Board
- Libraries and Academic Support Services Senior Management Team
- University Archives and Special Collections Centre staff and other relevant archivists and collections managers across UAL
- Records Management Manager and Team
- Communications and External Affairs colleagues
- Teaching and Learning Exchange colleagues

**Specific Management Responsibilities**

**Budgets:**

**Staff:**

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

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Assistant Archivist Grade 3 (TBC): institutional Memory Project**

**Person Specification**

Specialist Knowledge/ Qualifications	<p>Either a degree in Archives and Records Management or equivalent, or a degree in any subject plus a postgraduate qualification in Archives and Records Management, or equivalent.</p> <p>Has interest in institutional histories and records management</p> <p>Knowledge of archival cataloguing standards e.g. ISAD(g) and EAD</p> <p>Knowledge of the principles of oral history</p> <p>Interest in the subject areas of UAL</p>
Relevant Experience	<p>Has experience of working in an archive environment</p> <p>Has experience of using an archival cataloguing system such as CALM</p> <p>Has experience of working with web-based technologies including social media</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p>
Leadership and Management	<p>Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance</p>
Research, Teaching and Learning	<p>Effectively delivers basic training or briefings to support understanding or learning</p>
Planning and Managing resources	<p>Plans, prioritises and organises work to achieve objectives on time</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups</p>
Student Experience or Customer Service	<p>Provides a positive and responsive student or customer service</p>
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve problems</p>