

JOB DESCRIPTION

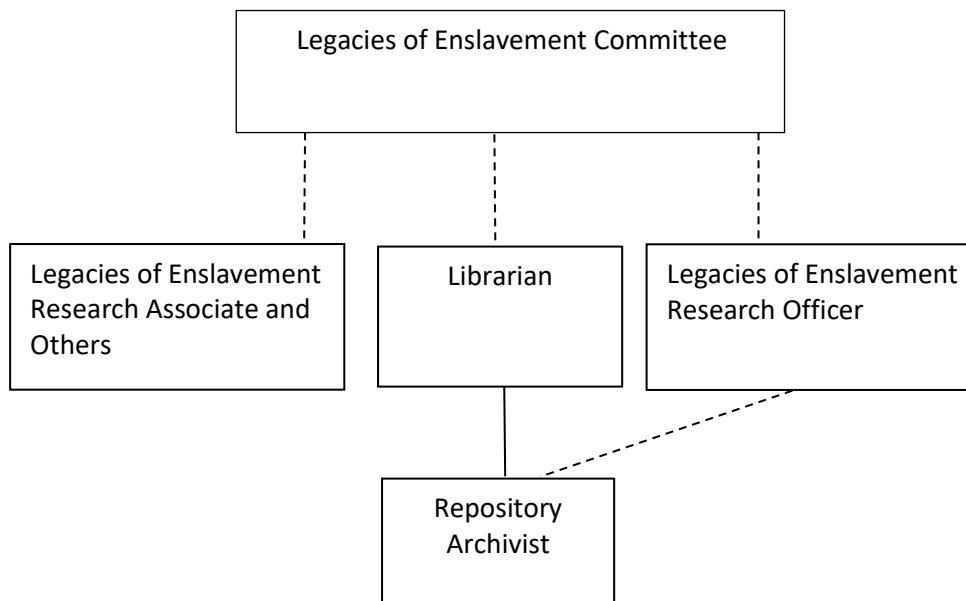
Archivist for the Legacies of Enslavement Research Hub Repository

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Department Background and Structure



(Supervisory authority is shown by a continuous line, other relationships by a dotted line)

- Reporting to:** Librarian
- Close working with:** Legacies of Enslavement Research Officer, members and researchers of the Legacies of Enslavement Committee
- Direct Reports:** No direct reports. However, the postholder would be responsible for supervising the work of any other staff employed in the Repository, whether paid, voluntary, temporary or part-time, including student interns working on archival material.

Purpose of Job

The creation, maintenance, cataloguing and day-to-day management of the Legacies of Enslavement Research Hub Repository

Role Duties and Responsibilities

- Taking the lead role in the establishment of policies for collection development and retention, cataloguing and conservation for the LERHR
- Taking the lead role in the implementation of digital preservation software (e.g. Preservica, Sharepoint) as an electronic archive and records management system for use by the LERHR. This could include: estimating cloud storage requirements; creating the filing hierarchy; designing the public interface; managing the system, including handling updates, as required and in conjunction with the College's IT Department
- Appraising, accessioning, researching, cataloguing and preserving both new collections and additions to existing collections to professional standards
- Checking rights and permissions of potential new accessions; liaising with donors of material (either personal or institutional)
- Potentially arranging and facilitating the digitisation of physical material
- Checking transcripts of digital images of texts, including those generated using OCR
- Answering enquiries by letter, telephone, email, and in person, including internal enquiries, any of which may involve a degree of research
- Supporting the work of the Legacies of Enslavement Research Hub and the Legacies of Enslavement Committee, along with their directly-employed researchers, e.g. by sourcing relevant information and checking permissions for its re-use
- Promoting and maximising access to the repository collections by whatever means are deemed appropriate, including in outreach programmes that may require the postholder to give or contribute to talks, tours and exhibitions
- Participating in training student interns who will be carrying out archival research
- Producing reports on use of the Repository
- Making recommendations for changes to Repository operations. This might include: updating access and use guidelines following changes in data protection and copyright legislation; enhancements as a result of software grades
- Continuing professional development, including liaison with fellow archive professionals
- Authorising payment of invoices for work instructed by the postholder, up to the value specified in the College's Financial Regulations
- The post holder will be required to be familiar with, and work in accordance with, all College's policies and procedures
- The post holder will be expected to participate in training designed to minimize occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised. The post holder will also be expected to participate in any other training deemed necessary
- Any other duties as may reasonably be required of the role.

This job description may be subject to change following consultation between the Line Manager and Postholder

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable
Professionally accredited postgraduate qualification in archives and records management	✓	
Member of ARA		✓
Knowledge & Experience	Essential	Desirable
Previous experience of cataloguing electronic archival collections	✓	
Previous experience of cataloguing paper archival collections		✓
Good working knowledge of current archival cataloguing standards	✓	
Good understanding of GDPR, copyright and other relevant legislation	✓	
Experience of using an archive management system	✓	
Familiarity with digital preservation software, e.g. Preservica, Sharepoint	✓	
Experience of dealing with archive enquiries, both remotely and in person	✓	
Experience of dealing with archive donors, both remotely and in person	✓	
Skills & Competencies	Essential	Desirable
Attention to detail	✓	
Accurate data entry skills	✓	
Good IT skills, including knowledge of Microsoft Office / Office 365	✓	
Good interpersonal and communication skills	✓	
Good organisational and problem-solving skills	✓	
Ability to prioritise and work to deadlines	✓	
Good customer service skills	✓	
Diplomacy and discretion, including the ability to maintain confidentiality	✓	
Ability to work closely with a small team, but also to work without supervision using own initiative	✓	
Other Requirements	Essential	Desirable
An interest in British and/or colonial history	✓	
An interest in the history of the College and its members		✓

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

Employment:

Salary	Paid at Girton Single Spine Points 37-42, £13,292 to £15,199 (Full-time equivalent £33,232 - £37,999) per annum + benefits
Working arrangements	Part time, 14 hours per week ideally to be worked as 2 full days per week but open to negotiation. This post is suitable for hybrid working, in agreement with the Librarian.
Contract term	Fixed term for two years in the first instance (with any continuation subject to funding).
Annual leave	Pro-rata 34 days paid holiday (includes Bank Holidays).
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Life Assurance 3 X Annual salary Employee Assistance Programme Workplace Pension Health Cash Plan (MediCash) Cycle to Work Scheme Electric Car Scheme Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme <p><i>Some of the above are non-contractual</i></p>