



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Assistant Archivist, Leeds University Library



Salary: Grade 5 (£22,659 - £26,243 p.a.)

Reference: CSLIB1182

Hours: Full time (35 hours per week)

Fixed term to 31st July 2019

Assistant Archivist

Special Collections and Galleries

Are you a professional archivist with a commitment to collections access and discoverability? Do you have an eye for detail and an ability to apply standards to clean catalogue data? Can you make a positive contribution to our team and our collections?

As an Assistant Archivist, you will ensure that our collections are professionally processed and accessible to customers both in our research centre and remotely. You will collaborate with colleagues to ensure that collections effectively support teaching and research within the University, and exhibitions and other public outreach. You will also contribute to the development and improvement of Special Collections and Library activities and services. The Library holds the Customer Service Excellence award, and you will help maintain high standards for all of our customers.

You will join Special Collections and Galleries with responsibility for completing the amalgamation of the University's Central Record Office Collection with the University Archive. You will implement appraisal schemes and create (ISAD(G)) compliant finding aids in the Special Collections collection management system. You will work to improve the discoverability of the Central Record Office material through the University Archive catalogue.

What does the role entail?

As an Assistant Archivist, your main duties will include:

- Processing and cataloguing archives, manuscripts and other historic collections to recognised standards and legislation (eg ISAD(G), data protection legislation) and actively contributing to the development of local standards and practice;
- Ensuring database integrity by identifying and correcting errors, inconsistencies and gaps in the data in catalogues and records and undertaking data cleaning;
- Producing thematic or other alternative access points, guides and online / digital resources to enhance access to collections for a variety of audiences;
- Research into collections to enhance team knowledge of provenance, links across collections and subject strengths;



- Developing detailed knowledge of the collections to assist customers and colleagues, answer remote enquiries and support effective collections management;
- Contributing to collections surveys and effective management of storage spaces;
- Assisting with access to collections and resources for Leeds University teaching, placement modules and research projects;
- Assisting in the promotion of collections by contributing to the Special Collections social media and public events, exhibitions and outreach;
- Co-ordinating and / or supervising volunteers, student interns and work experience placements;
- Providing training (including producing training materials and documentation to support processes) for colleagues;
- Actively communicating and collaborating with colleagues (internal and external) to achieve shared aims.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Assistant Archivist you will have:

- Professional archival studies qualification or substantial relevant experience;
- Good knowledge of professional archival standards and relevant legislation;
- Understanding of the role and functions of libraries, particularly in higher education;
- Experience of working with manuscript and archival collections;
- Understanding of archival preservation and conservation techniques including digitisation;
- Excellent IT skills, including comprehensive knowledge of MS Office and experience of using a collections management system;
- Excellent communication skills and the ability to adapt them for different audiences;



- Ability to work with speed and accuracy, giving attention to detail and applying standards and legislation (e.g. Copyright and Data Protection);
- Ability to make a positive contribution to a team and work collaboratively with others, with a constructive approach to problem solving;
- Self-managing and able to work under pressure, prioritise, schedule and balance workloads to meet deadlines and performance standards;
- Understanding of and commitment to excellent customer service;
- Confidence and ability to represent the Library professionally;
- Ability and willingness to modify own working practices in line with trends, developments and changing priorities with a commitment to continuous improvement, learning and personal development.

You may also have:

- Experience of writing for the web and / or creation of online collections resources;
- Experience of writing guides to collections;
- Experience of supervising volunteers;
- Experience of carrying out your own research.

How to apply

You can apply for this role online at jobs.leeds.ac.uk. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Jen Zwierink, Archivist

Tel: 0113 343 6377

Email: j.m.zwierink@leeds.ac.uk

Further information about the Library <http://library.leeds.ac.uk/>



Additional information

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) section.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) section or by getting in touch with us at disclosure@leeds.ac.uk.

