



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Archivist, Library



Salary: Grade 6 (£27,511 - £32,817 p.a.) or Grade 7 (£33,797 – £40,322 p.a.)

Reference: CSLIB1225

Archivist

Special Collections & Galleries

Do you have a passion for archives and unique historical collections? Are you able to deliver the highest standards of collections management and care? Are you committed to increasing collections access in both the physical and digital worlds?

Special Collections & Galleries at the University of Leeds holds world-class collections encompassing archives, manuscripts, rare books, and the University's institutional archive and art collection. Access is delivered through our research centre in the Brotherton Library, our two public galleries, and increasingly through rich online content. Resource discovery and the management of collections data are major challenges for the service and are a focus of efforts to effectively showcase our distinctive offer to the University and wider research community.

As an Archivist, you will ensure that archives and manuscripts are managed and catalogued to exceptionally high standards, ensuring they are discoverable online. Liaison and promotion are a key part of the role: creating guides to the collections and promoting them to the research community, surveying the potential research value of collections and items offered to the service, liaising with potential donors, and promoting special collections to target audiences at events internal and external to the University. You will also assist with physical management of collections, including preservation and logistical exercises.

What does the role entail?

As an Archivist, your main duties will include:

- Cataloguing archives and manuscripts to recognised standards (e.g. ISAD(G), indexing items using terms from recognised thesauri (e.g. UNESCO), ensuring database integrity, and producing thematic or other alternative access points and guides to enhance access;
- Surveying existing collections and potential acquisitions/accruals, creating processing plans in line with policies and strategy;
- Developing detailed knowledge of the collections, able to offer assistance to customers, answer specialist research enquiries, and contributing to effective collections management;

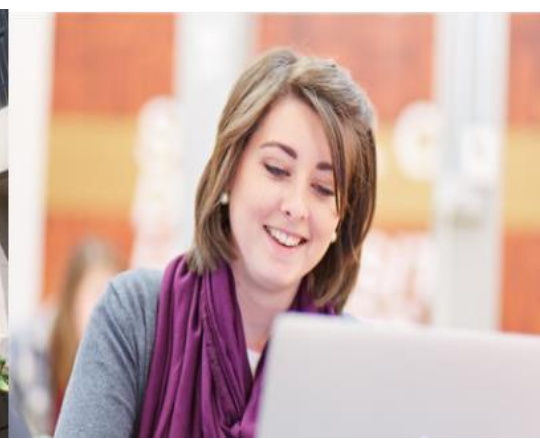


- Contributing to service improvement through operational planning, delivering objectives and projects, development of local standards and practice;
- Managing the University's institutional archive, including leadership of a small operational team and working with business units across the University, particularly on transfers and accessions;
- Planning and supervising collections moves, including liaison with library colleagues outside Special Collections;
- Contributing to the development of Library-wide shared working spaces and drives;
- Collaborating with colleagues within the Library, University and externally on initiatives and projects, and increasing use of the collections to support teaching and research;
- Promoting the collections through social media and public events/ exhibitions;
- Acting as a source of professional expertise, developing and delivering training, and creating documentation.

If appointed at Grade 7, the role will entail:

- Developing and advising on University-wide policies and strategies to manage the University's historic data within the GDPR and data protection frameworks;
- Working with colleagues in Special Collections and IT to develop strategies and techniques for managing and exposing collections data, particularly working with the EMu collections management system;
- Working with business units across the University and the Secretariat Records Management Service to advocate for joined-up records management managed transfer of records to the University's institutional archive;
- Working with the Digital Content & Copyright Manager to develop guidance and training and ensure legal compliance and answer external queries around copyright;
- Develop strategies to migrate and manage Special Collections' shared files, resources and data;
- Leading projects within the team, Library and at times across the University;
- Playing an active role in developing the team's strategy and the Library-wide strategy, including responsibility for specific strategic actions.

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 Archivist you will have:

- The knowledge and expertise relevant to this role, through formal qualification and/or substantial experience of working with archives and manuscripts;
- Confidence in using IT, including collections management systems and online archival discovery tools and resources;
- An understanding of archive and manuscript preservation techniques, including digitisation;
- Excellent communication skills, able to adapt your language and style for a wide range of people, situations and media;
- The ability to work collaboratively or independently as required: making a positive contribution to teams, and self-motivated, proactive and using your initiative;
- An understanding of and commitment to excellent customer service and continuous improvement;
- The confidence and ability to manage and lead staff, understanding and applying best practice;
- Experience of direct and proactive contribution to developing policy and/or innovative working practices, with a creative approach to problem solving;
- Workload management skills, with a flexible approach to changing priorities, maintaining service and performance standards whilst meeting deadlines.

You may also have:

- Experience of working in a university or other research-intensive archive environment;
- An understanding of project management techniques / experience of project management;
- Experience and training in copyright regulations;
- Experience of planning and delivering training;
- Experience of using the EMu collections management system.

In addition to the above for appointment at Grade 7 you will also have:

- Experience of working in a collections management role / substantial experience of working in an archives management role;
- Experience of creating and working with collections data in a collections management system and online, including records creation and use of



standards;

- Training and experience in the application of GDPR and data protection;
- Experience of developing service-level strategies and / or policies;
- Experience and confidence to manage and lead staff, understanding and applying best practice.

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:

Tim Procter, Collections & Engagement Manager (Archives & Manuscripts)

Tel: +44 (0)113 343 0979

Email: T.J.Procter@leeds.ac.uk

Additional Information

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

Further information about Special Collections see

https://library.leeds.ac.uk/info/1500/special_collections

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



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

