



## **Archivist & Records Manager**

**Salary £38,855 - £42,694 plus benefits**

### **Background**

Following the appointment of our current Archivist, Faye McLeod, to Keeper of the University Archives at Oxford, Keble College is seeking to recruit a permanent, full-time Archivist and Records Manager. The post holder is responsible for developing and implementing systems and procedures for the proper management of the College's documentary heritage and records, ensuring that the College's historically valuable documents and modern records are not only preserved and organised to the highest professional standards, but embedded fully in the life of College. The College's archival holdings are diverse and range from valuable architectural drawings to collections of historical and literary papers, as well as personal memoirs and materials such as College books signed by Members and Minutes of Governing Body and other College bodies.

The post-holder will work on archives with untapped potential and will have the opportunity to manage and develop an already established records management system.

### **Responsibilities**

It is expected that the post-holder will spend approximately 60% of his/her time on the archives and 40% on records management. Principal tasks of the post will include:

- Planning the strategic direction for the archives and records management within College
- Cataloguing and indexing the archives currently held by the College to national and international standards
- Identifying and liaising with potential donors of material and arranging where appropriate for the transfer of such material by gift, bequest or purchase
- Accessioning new documents, photographs and artefacts, ensuring that the donors are recorded and thanked
- Answering internal and external enquiries and supervising researchers using the Archives
- Implementing and developing a records management system for the College. Assisting the Warden, Fellows and Officers of the College to manage their information sources by undertaking surveys of records, by implementing retention and destruction schedules that comply with legislation and by implementing procedures for the secure destruction of material or for the transfer of material worthy of permanent preservation to the College Archives. Schedules and procedures have been established for paper records, but work remains to be carried out on electronic records
- Advising senior managers and record holders on matters relating to compliance with legislation, e.g. Copyright and Data Protection. The post-holder will work closely with the Bursar, the College's Data Protection Officer, on GDPR.
- Managing the College's database of images and processing reprographic enquiries

- Maintaining the pages relating to the Archives on the College website
- Working closely with the Oxford Conservation Consortium, devising and implementing the yearly Work Plan for the Archives and ensuring that the archives are stored in such a way as to meet their long-term preservation and conservation needs and taking responsibility for departmental environmental monitoring
- Representing the College on the University's Digisafe project – implementing a new digital preservation system with records management capabilities across the College and Departments
- Embedding and promoting the archives in the life of College, through tours, talks, articles in College publications and use of social media
- Liaising with the Oxford archives community as required

### **Person Specification**

#### Essential

- A good first degree
- A postgraduate qualification in Archives and Records Management recognised by the Archives and Records Association
- At least three years' experience in an archives repository, preferably including work with born-digital or digitised materials
- Excellent IT skills and competence in automated cataloguing to modern archival standards
- Experience of conservation and reprographic issues
- Good written and oral communication skills
- Customer-focused, organised and self motivated, able to prioritise work and achieve targets. Capable of working independently and as part of a team
- Committed to professional development

#### Desirable

- Experience of working with archives in an academic and/or Library environment
- Experience of maintaining records management systems
- Experience of working with Adlib cataloguing software

### **Salary**

The salary will be on Keble's Scale, Grade 4 (**£38,855 – £42,694**), with the starting salary depending on qualifications and experience.

### **Pension**

The post-holder will be eligible to join the Universities Superannuation Scheme immediately upon appointment.

### **Hours of Work, Benefits and Contract**

Hours of work will be 36.25 per week. Holiday allowance is 38 days per annum (includes bank holidays). Lunch is provided free of charge on working days. The position is subject to a six-month probation period. Discounted travel season ticket also available for purchase.

## **Application Process**

To apply, please send:

1. a covering letter, showing clearly how your skills and experience relate to those which we state above,
2. your CV (comprising no more than 3 pages),
3. the names and contact details of two referees, including your most recent line manager to [marie.ruffle@keble.ox.ac.uk](mailto:marie.ruffle@keble.ox.ac.uk). Referees will not be approached without your prior permission.
4. The Closing Date is 5pm on Friday 29<sup>th</sup> May 2020.