Project Archivist

(Joseph Rowntree Charitable Trust Archive)

Department: Archives and Research Collections, Library Learning Archives and Wellbeing

Hours of work: Full time | 37 hours per week

Contract type: Fixed term, 8 months

Salary: Grade 6 | £38,448 - £46,970 per year

Introduction

The Joseph Rowntree Charitable Trust (JRCT) agreed to deposit their archive at the Borthwick Institute for Archives in 2006. There were later accessions of materials in 2013 and 2018. Now, following a review of materials held at their offices in York, JRCT are seeking to transfer a further 300 boxes of archives to the Borthwick Institute. The content of this part of the collection is primarily, but not exclusively, 20th century grant files relating to organisations and projects funded by the JRCT.

This post will work with JRCT to facilitate the cataloguing and repackaging of the transferred boxes, and work to ingest the archives catalogue into our cataloguing system, AtoM.

The post-holder will be based in Archives and Research Collections (Borthwick Institute for Archives), at the University of York. The post-holder will work closely with a team of other archivists and will liaise with and report to a Project Board comprising Borthwick archivists and members of the JRCT.

Main purpose of the role

The successful candidate should be able to deliver the key accountabilities below, but we recognise that candidates will not be skilled in all the required areas from day one.

- Create new arrangements and descriptions for uncatalogued collections.
- Create relevant authority records for significant individuals, families, places, and corporate bodies found in the material being catalogued, following national and international standards such as the NCA Rules and ISAAR(CPF).
- In conjunction with colleagues, prioritise metadata creation to ensure maximum exposure and impact.
- Undertake research as necessary in primary and secondary sources to support descriptive cataloguing and authority record creation.
- Identify areas of the collection where Data Protection legislation applies and, in consultation with colleagues, put appropriate administrative measures in place.
- Structure and import existing catalogue data to AtoM and disseminate to UK and European catalogue data aggregators.
- Update the user community and colleagues re: progress and discoveries.

Key Responsibilities

(Role holders will be required to undertake some or all of the duties below)

Role Specific Responsibilities

- Plan and deliver the successful transfer of the archive from its current site to the University.
- Accession additions to the archive to the appropriate standard, using AtoM.
- Arrange and describe the archive in accordance with ISAD(G).
- Create authority records to ISAAR(CPF) standards and NCA rules.
- Create subject, place and name index terms to NCA rules.

- Identify sensitive data and set appropriate access restrictions.
- Identify conservation needs and outsize packaging requirements.
- Work with preservation and conservation colleagues to package the archive.
- Create and publish an online catalogue using AtoM.
- Create and deliver promotional literature to promote the project's progress and outcomes in liaison with the project board.

Some lifting and moving of archives and equipment will be necessary. Appropriate health and safety training and, where applicable, equipment, will be provided.

University of York Responsibilities for Grade 6

Service and Operational Delivery

- Oversee a responsive and proactive support service to ensure service expectations are met.
- Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
- Contribute to operational leadership teams and decision making to shape the nature and level of support services.
- Implement changes to the design and development of a service.
- Accountable for delivery of a service within a defined area or defined responsibilities.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement

- Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
- Ensure the review and improvement of systems and procedures in line with University frameworks.
- Review internal and external practice to identify opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills for self and others.
- Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution

- Provide advice to stakeholders in relation to complex policies, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.

- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

- Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
- Plan and manage longer term programmes of work, monitoring progress as required.
- Hold a significant role in / Lead the delivery of projects or development work which contributes to University-wide initiatives

Health and Safety

- All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety & Emergency Procedures.
- Where you are responsible for line managing people you will have a key role in implementing Faculty/Department local health and safety management arrangements and monitor and check the effectiveness of them.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Person specification

	Essential / Desirable
Role Specific	
Recognised postgraduate qualification in archives	**Essential**
Knowledge of international cataloguing standards	**Essential**
Knowledge of UK data protection requirements	**Essential**
Knowledge of archives created by a charitable body	**Desirable**
Excellent attention to detail and accuracy and the ability to concentrate for long periods of time	**Essential**
Experience of using specialist archival cataloguing software	**Essential**
Proven experience in the successful delivery of large and complex archival arrangement and description projects	**Essential**
University of York Person Specification for Grade 6	
Qualifications:	
Level 3 qualification. (Qualifications at this level include A levels. Please view the full list). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.	**Essential**
Skills - demonstrates the ability to:	
Taking ownership for / Hold a significant role in the delivery of distinct pieces of work e.g. leading a project	**Essential**
Gather, analyse, interpret and report complex data/information	**Essential**
Use digital technologies including Google applications and/or Microsoft Office	**Essential**
Communicate effectively in verbal and written formats, including the use of a variety of digital tools	**Essential**
Behaviours:	
Works collaboratively with others	**Essential**
Delivers a quality service	**Essential**
Develops self and others	**Essential**
Actively champions respect, inclusivity, equality and diversity	**Essential**
Identifies and implements continuous improvement	**Essential**