



Job description and selection criteria

Job title	Project Archivist (Cataloguer) – 2 posts
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	Weston Library, Broad Street, Oxford, OX1 3BG Work at other Bodleian premises, such as the Collections Storage Facility in Swindon, may be required
Grade and salary	Grade 6: £32,332 - £38,205 (per annum)
Hours	Full-time (37.5 hours per week)
Contract type	Fixed-term (for 16 months)
Reporting to	Senior Archivist
Vacancy reference	170792
Additional information	<p><u>You are required to submit a CV and a supporting statement with your application.</u> outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). CVs submitted on their own will not be considered.</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
Closing date	12.00 midday GMT/BST Tuesday 20 February 2024



Job description

Overview of the role

Supported by external funding, this post focuses on making the Bodleian Libraries' modern archives holdings available for use. You will plan and contribute to projects to create metadata for archive collections (both original cataloguing and retro-conversion work), while ensuring their proper care and re-housing. You will also develop content to promote the collections to potential users, drawing on the knowledge you have gained through cataloguing the materials.

Responsibilities

- Exercise strong professional judgment to achieve rapid and efficient surveying, sorting, arranging, and sensitivity review and cataloguing of modern archival collections, including digital materials, according to Library processes and standards.
- Contribute to project scoping and planning.
- Keep relevant project and departmental trackers and databases up-to-date.
- Provide regular progress reports for projects to your line manager and other interested parties, including statistical data and an overview of risks and opportunities.
- Identify items requiring conservation and liaise with colleagues in Conservation & Collection Care as required.
- Demonstrate good judgement in relation to potential confidentiality issues pertaining to the collections.
- Maintain up to date knowledge of professional literature and best practices relevant to archives and research libraries, participating in related professional communities.
- Take responsibility for the day-to-day care and security of the collections.
- Invigilate in the reading room and other general library duties for evening and weekend rotas.
- Encourage use and awareness of the collections through blogging and other outreach activity.
- Support senior archivists with collection development and user support activities.
- Contribute to the improvement of methods and techniques employed by the team, including through innovation and research.

Other duties

- Participate in a regular Annual Review.
- Undertake any necessary training identified.
- Comply with health and safety regulations.
- Comply with the policies and procedures set out in the Handbook for University Support Staff/Academic Related Staff.
- Any other duties that may be required from time to time commensurate with the grade of the job.

The Bodleian Libraries reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Archives and Manuscripts

Archives & Modern Manuscripts, a division within Special Collections, is a team of c. 30 colleagues responsible for the development, administration and promotion of the Bodleian's holdings of Archives & Modern (post-1800) manuscripts. Collections managed include the University's own archives, as well as archive materials acquired from hundreds of individuals and organisations. Holdings speak to a wide spectrum of subjects and are composed of materials in many documentary forms, from working papers, to correspondence, to audiovisual items, to photographic materials, to objects and many others. Increasingly materials collected are born-digital, and Archives & Modern Manuscripts is home to the Bodleian Electronic Archives & Manuscripts (BEAM) service for the curation of born-digital archives acquired by the Bodleian Libraries, as well as the Libraries' two strands of web archiving activity (Bodleian Libraries Web Archive and UK Web Archive).

For further information about our work, please visit:
<http://blogs.bodleian.ox.ac.uk/archivesandmanuscripts/>.

Selection criteria

Essential selection criteria

- A first degree relevant to the Libraries' holdings of 20th century archives and manuscripts and/or the ability to demonstrate equivalent knowledge of this area acquired through other means.
- A professionally recognised postgraduate qualification in archives management, digital curation or a related subject.
- Excellent communication skills: oral and written.
- The ability to work independently and in a team.
- Strong time management, planning and monitoring skills, including good judgement in the planning and execution of projects.
- Demonstrable flexibility. Responds well to changing circumstances in projects.
- Familiarity with professional standards for archives, and especially metadata and indexing standards employed in cataloguing such collections.
- Knowledge and experience of cataloguing modern archives, with evidence of aptitude for high-throughput original cataloguing.
- Experience of one or more archives metadata management environments, ideally ArchivesSpace.
- Ability to grasp new subjects quickly, and to enjoy working with a wide range of subject matter.
- Knowledge of the legal and ethical context to work with modern archives, including demonstrably high levels of discretion when dealing with sensitive material and matters.
- Ability to lift, move and carry items.

Desirable selection criteria

- Experience of working with born-digital archive materials.
- Proficiency in a foreign language relevant to the collections, including Modern Greek.

- Knowledge in at least one of the following subject areas: of 20th-century European politics, 20th-century English literature, 20th-century classical music, 20th/21st century history of medicine.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working – including some lone working in the storage areas below the Weston Library. The book stacks contain low ceilings and confined spaces.
- Driving on University business – may be required when assisting with collection and delivery of materials.
- Regular manual handling – including lifting, carrying and moving collection material and library records using trolleys, kick stools and lifts on a regular basis e.g. to move items from the stacks to the work areas. There may be an occasional need to carry things upstairs. It is anticipated that boxes will be up to 5kg in weight.

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check due to lone work involving handling highly valuable items.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.



Radcliffe Camera in Radcliffe Square

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation

Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: <https://www.glam.ox.ac.uk/home>

The Bodleian Libraries

The Bodleian Libraries at the University of Oxford is the largest university library system in the United Kingdom. It includes the principal University library – the Bodleian Library – which has been a legal deposit library for 400 years; as well as 27 libraries across Oxford including major research libraries and faculty, department and institute libraries.

Together, the Libraries hold more than 13 million printed items, over 80,000 e-journals and outstanding special collections including rare books and manuscripts, classical papyri, maps, music, art and printed ephemera. Members of the public can explore the collections via the Bodleian's online image portal at digital.bodleian.ox.ac.uk or by visiting the exhibition galleries in the Bodleian's Weston Library.

For more information please visit: <http://www.bodleian.ox.ac.uk/>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Supporting Statement

Please note that if you do not upload a completed supporting statement and a CV, we will be unable to consider your application for this role.

The inclusion of the supporting statement and CV is **a mandatory step** in the online application process.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description in your supporting statement.

All applications must be received by **12:00 midday (GMT/BST)** on the closing date stated in the online advertisement.

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for

a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly on recruitment@bodleian.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Relocation

At the moment, the Bodleian Libraries is not offering relocation expenses to this post.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Photographs: Copyright Bodleian Libraries, University of Oxford

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk