

Job description and selection criteria

Job title	Graduate Trainee Digital Archivist
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	Weston Library, Broad Street, Oxford, OX1 3BG Work at other locations, including other Bodleian Libraries' premises, may be required
Grade and salary	Grade 2.6: £23,706 per annum
Hours	Full time (36.5 hours per week)
Contract type	This is a training role and is offered on a fixed-term basis for 2 years beginning by Sep 2024
Reporting to	Senior Archivist (Systems & Metadata)
Vacancy reference	171832
Additional information	<p>You are required to submit your CV (which should be no more than 2 pages) and a Supporting Evidence Form with your application outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details).</p> <p><u>Please do not apply if you already have, or are currently doing, an undergraduate or postgraduate degree related to Archives Administration / Information Management / Librarianship / Museum Studies; if you have already completed a traineeship in Archives / Heritage / Libraries; or if you have substantial work experience in these areas.</u></p> <p>The Bodleian values diversity and welcomes applications from people of all backgrounds, particularly from men and people who identify as Black, Asian and minority ethnic who are under-represented in the archives and libraries workforce.</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
Closing date	12.00 midday Friday 3 May 2024

Job description



Overview of the role

The Bodleian Libraries Digital Archivist Graduate Training Scheme is a unique programme offering a combination of on-the-job training and postgraduate study specifically in the area of digital archiving. During the two-year programme you will study towards a professional postgraduate Diploma in Archives & Records Management from Aberystwyth University, and sample a range of archival work, including work with born-digital materials, digital metadata creation and manipulation, as well as a variety of traditional archival work, including cataloguing 20th and 21st century archives.

You will also participate in activities organised through the Oxford Libraries' Graduate Trainee Scheme (see <http://blogs.bodleian.ox.ac.uk/oxfordtrainees/>) during 12 months of your traineeship.

On completion of the traineeship you will be ready to apply for your first professional post in digital archiving.

A note on the distance-learning component of this role

To obtain the Diploma in Archives & Records Management will require commitment from trainees. An afternoon of each week may be dedicated to studies during work-time, but it is expected that the postholder will supplement this with study in their own time in order to succeed.

For more information about the course please visit:

<https://courses.aber.ac.uk/postgraduate/archives-records-management-dl>

An overview of the full traineeship can be found here:
<https://www.bodleian.ox.ac.uk/about/jobs/trainee-digital-archivist>

Responsibilities

The following list of duties covers a typical range of activities but is not meant to be exhaustive. Trainees will often provide support to priority projects, and the balance of duties may vary accordingly.

Collections work

- Web archiving work, including seeking permissions and archiving web sites and social media
- Contribute to the arrangement, description and preservation of 20th and 21st century archives
- Create, maintain and manipulate metadata for collection management and discovery
- Capture digital collection material into Bodleian systems, using appropriate tools

Communication

- Create and maintain documentation for processes and systems
- Train and support others, including other trainees
- Contribute to blogging on digital archives topics
- Be an ambassador for the trainee scheme

Analysis, research & problem solving

- Carry out directed research into curatorial issues relevant to born-digital archives or web archives. Some areas of research will require familiarisation with new and technical subjects
- Aspects of digital operations are developmental and the postholder will work with others to contribute to the development of best practices

Liaison and Networking

- Work pro-actively and creatively with colleagues
- Participate in the Oxford Libraries' Graduate Trainee scheme

Planning

- Plan own work in the context of set objectives and timelines
- Manage distance learning

Administration

- Provide support for selected activities, events, or meetings

Other duties specific to this post

- Study for a Postgraduate Diploma in Archives and Records Management with the University of Aberystwyth, submitting academic coursework on schedule
- Maintain an Individual Learning Plan, undertaking any necessary training identified
- Share experiences of being on the scheme to inform future applicants
- Contribute to the ongoing evaluation of the Scheme

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
- 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 & Modern Manuscripts

This role is based within Archives & Modern Manuscripts, a division within Special Collections comprising c. 30 colleagues. Archives & Modern Manuscripts is 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).

About the Graduate Trainee Digital Archivist Scheme

Preserving digital heritage is becoming increasingly important, and we can expect a greater proportion of heritage in the UK will be in digital form in the future. To ensure that the UK is able to care for its digital heritage properly, there is a significant need to provide opportunities for more people to gain the necessary skills and experience to work in this area.

Trainees appointed under the Bodleian Libraries' *Graduate Trainee Digital Archivist Scheme* will receive intensive paid work-based training over a 24-month period. Benefiting from the curatorial experience of staff at the Bodleian, each trainee will develop skills to manage born-digital archives, and will have the opportunity to work with the Bodleian Libraries' internationally important modern 20th and 21st century archive collections such as the Conservative Party Archives and the Oxfam archive.

Alongside their day-to-day work, trainees will undertake a vocational qualification in Archives & Records Management from the University of Aberystwyth through distance learning, with their course fees met in full by the scheme. The modules to be taken are as follows:

Access, Outreach and Advocacy	DSM2020	20 credits
Archives and Records - Practical Project	DSM2410	10 credits
Collections Care	DSM2120	20 credits
Digital Collection Development	DSM2210	10 credits
Knowledge and Information Architecture	DSM6820	20 credits
Record Keeping Process and Practice	DSM2520	20 credits
Record Keeping Theories and Contexts	DSM2610	10 credits
Research in the Profession	DSM1810	10 credits

Module descriptions may be found here: <https://courses.aber.ac.uk/postgraduate/archives-records-management-dl>

Selection criteria

Essential selection criteria

1. Motivated by the traineeship opportunity and the pursuit of a career in digital archives
2. An undergraduate degree in a subject area which is relevant to the content of the Libraries' 20th and 21st century archive collections
3. Time management skills sufficient to manage the postgraduate distance learning element of the role alongside work-based training. Ability to prioritise and work to deadlines.
4. Flexible and willing to accept a variety of tasks
5. Demonstrable understanding of the importance of good customer care and quality of service
6. Excellent communication skills, both oral and written. Able to structure, style and present your ideas clearly and persuasively.
7. Strong analytical and problem-solving skills.
8. Ability to work effectively as part of a team.
9. Excellent IT literacy.
 - (i) a competent user of general IT (e.g. Office productivity software, web-based services);
 - (ii) demonstrates advanced digital skills
 - (iii) can identify technology trends likely to impact on the creation, management and use of archives.
10. Able to discern sensitive information and matters and handle these with appropriate discretion and safeguards.

Desirable selection criteria

1. A degree in Science, Technology, Engineering or Medicine subjects, or in politics, economics, international relations, or philosophy may be an advantage
2. Familiarity with languages, especially with those relevant to the Libraries' contemporary collecting activities (e.g. Slavic languages), may be helpful.

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 (OHS), 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
- Regular manual handling

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 work involving handling highly valuable or sensitive 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: <http://www.admin.ox.ac.uk/glam/>

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 your **CV (which should be no more than 2 pages) and complete and upload a supporting evidence form**. The supporting evidence form 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).

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 evidence form.

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

All applications must be received by **midday** UK time 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@glam.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