



## Job description and selection criteria

<b>Job title</b>	Curatorial & Policy Research Officer - Algorithmic Archive Project
<b>Division</b>	Gardens, Libraries and Museums (GLAM)
<b>Department</b>	Bodleian Libraries
<b>Location</b>	Weston Library, Broad Street, Oxford, OX1 3BG
<b>Grade and salary</b>	Grade 7: £36,024 - £44,263 (per annum)
<b>Hours</b>	Full-time (37.5 hours per week) Working from home possible - four days per week on average
<b>Contract type</b>	Fixed-term (for 12 months)
<b>Reporting to</b>	Senior Archivist
<b>Vacancy reference</b>	173219
<b>Additional information</b>	<p>The expected start date for this position is 1 August 2024.</p> <p><b><u>You are required to submit a CV and a supporting statement with your application,</u></b> outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). CVs and supporting statements 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>
<b>Closing date</b>	12.00 midday BST Friday 21 June 2024



## **Job description**

### **Overview of the role**

The Bodleian Libraries has ambitions to significantly increase its commitment to archiving web-based content, including social media data, algorithms, and other important resources which impact how these materials are generated and experienced. This role is one of two complementary 12-month Research Officer roles created as part of the Research & Scoping Phase of the Algorithmic Archive project, which aims to undertake the research necessary to support the Bodleian Libraries in developing its strategy in this area. This role will focus on curatorial and policy concerns, while the other will focus on technical considerations.

The Bodleian's goals for the Research & Scoping project are as follows:

- (i) Understand in detail the ways in which researchers have begun to work with social and algorithmic data, and scope the questions that could be posed in the years ahead.
- (ii) Become knowledgeable about previous and current initiatives and thinking at longstanding memory organizations and other relevant archiving organizations and initiatives, identifying potential partners for longer-term collaboration.
- (iii) Deepen our knowledge of important 'external factors', including ethical and legal/regulatory considerations, and the perspectives and priorities of social media platforms themselves.
- (iv) Define requirements for a sustainable infrastructure that could secure, preserve, and provide appropriate access to an Algorithmic Archive for research purposes over the very long-term, and design a Proof-of-Concept project to build and test an infrastructure in prototype form.

### **Responsibilities**

Actively collaborate as a member of the project team conducting research towards the goals of the Algorithmic Archive project, as described above. Your role will focus particularly on issues of curatorial policy and practice. Under the direction of the project leads you will work closely with others, including the other project's Technical Research Officer, to:

- Plan and develop the project's research, determining areas of focus and research questions, etc., taking particular responsibility for the curatorial and policy aspects of the work.
- Perform desk-based research, including reviewing available literature on related topics and writing-up focused reviews.
- Test relevant tools and workflows, with the support of the Research Officer (Technical).
- Survey stakeholders, including researchers, memory organization workers, and others.
- Organise workshops and focus group meetings.
- Prepare papers and present information on progress, findings, and outcomes for internal and external audiences.
- Participate in relevant professional networks to support the aims of the project.
- Analyse and interpret the results of research and propose implementation options based on findings.

## **Selection criteria**

### **Essential selection criteria**

- Knowledgeable about social media platforms and able to communicate a passion for documenting contemporary life as reflected in social media and algorithmic data.
- Demonstrable research skills commensurate with the needs of the project, including designing, delivering and documenting the necessary research.
- Can use research findings to support the practical aims of the project to develop a roadmap for the Bodleian Libraries which reflects user and business requirements.
- Excellent IT literacy, including aptitude for learning new technologies and standards. Is expert in techniques, tools and standards applicable to social media data. Ideally has substantial practical experience in working with specific kinds of social media data and related tools.
- Can demonstrate familiarity with aspects of the professional landscape and literature relating to research with social media data, and/or archiving and curation of social media data.
- Excellent communication skills: oral and written. Able to communicate material of a specialist or highly technical nature, and to create appropriate documentation of project findings.
- Excellent personal organisational skills and project-management skills, including the ability to meet deadlines.
- Can work independently, but also works well in a team environment.
- Can contribute to developing the networks and partnerships required to develop sustainable community standards and approaches.
- Knowledge of the legal and ethical context relevant to archiving and research use of social media data.

### **Desirable selection criteria**

- Experience of curatorial or collections management work. For example, in assessing, arranging, describing and administering large and complex collections, including work with content creators, donors and depositors.

## **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>

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](http://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](http://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 (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@glam.ox.ac.uk](mailto:recruitment@glam.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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.

## 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](http://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](http://www.newcomers.ox.ac.uk)