



BODLEIAN
LIBRARIES
UNIVERSITY OF OXFORD



Job description and selection criteria

Job title	Archivist
Division	Gardens, Libraries and Museums (GLAM)
Department	Bodleian Libraries
Location	Weston Library, Broad Street, Oxford, OX1 3BG Work at other Bodleian Libraries' premises may occasionally be required. This role is an onsite role. It may be possible to work from home one day per week, depending on current activities.
Grade and salary	Grade 7: £38,674 - £46,913 per annum
Hours	Full time (37.5 hours per week) This will include participation in rotas for evening and weekend duties. For full-time staff, this is currently one evening from 5pm to 7pm every three weeks and two Saturdays a year Hours are flexible, but you should normally be available during core hours of 10am to 4pm.
Contract type	Fix-term (10 years), externally funded
Reporting to	Senior Archivist
Vacancy reference	177820
Additional information	You are required to submit a CV and a supporting statement with your application, outlining how you meet each of the selection criteria for the role (see the 'How to Apply' section for further details). Please contact the recruitment team if you require the job description in an alternative format.
Closing date	12.00 midday GMT Friday 28 March



Overview of the role

The Bodleian Libraries is a major repository for archives relevant to many fields of research. One area of strength is our collections of literary archives, with holdings developed over generations. In this post you will focus on one particular area of our literary holdings, handling everyday enquiries, and outreach work, along with priority projects identified by the Libraries and other stakeholders.

Responsibilities

Library duties

- Answer enquiries received through the Library's various communication channels
- Research and interpret the content of collection material, in preparation for publication of catalogues, outreach activities, and other projects as required.
- Produce project plans and project costings
- Provide regular progress reports for projects in progress for your line manager, the Head of Archives & Modern Manuscripts, and other interested parties.
- Contribute to the development of the collections through the acquisitions and accessioning work of the department. This work may require travel to sites where archives are located, including assisting with the collection and delivery of materials between offsite locations and the libraries.
- Ensure the collections management database and collection files are routinely updated.
- Take on a stewardship role, liaising with the donors of the collections as required.
- Demonstrate good judgement in relation to potential confidentiality issues pertaining to the collections, undertaking sensitivity review of collections at appropriate points during the archive lifecycle
- Rapid and efficient surveying, sorting, arranging, and cataloguing of modern archival collections, including digital materials, according to Library processes and standards. A key aim will be the elimination of cataloguing backlogs.
- Maintain up to date knowledge of professional best practices relevant to archives and research libraries.
- Encourage use and awareness of the collections with academics and students, and with the general public, through various means including seminars, public events, blogging, etc.
- Present collections and projects to senior university officers and visiting VIPs as required.
- Identify items requiring conservation and liaise with conservators as required.
- Exercise good levels of diplomacy and strong communication skills in any dealings with externals, such as the media, who may take an interest in the collections.
- Provide leadership to any support staff, trainees, interns or volunteers, working under your direction, establishing goals and objectives, and monitoring progress against deadlines.
- Contribute to support staff appraisals and performance reviews.
- Share 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.

Other duties

- Undertake any necessary training identified.
- Comply with health and safety regulations.
- Comply with the policies and procedures set out in the Staff Handbook
- Any other relevant duties as may be required from time to time by the line manager.

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

Other relevant information

This role involves some lone working underground, in the bookstacks. The bookstacks contain low ceilings and confined spaces in which staff will be required to work on their own and for which suitable training and equipment will be provided.

Work with collections involves manual handling on a daily basis. This includes shelving, loading and unloading trolleys, lifting crates and boxes, sorting collection materials, pushing trolleys, and use of lifts.

The role may also require you to travel to sites where archives are located, including assisting with the collection and delivery of materials between offsite locations and the libraries occasionally.

Archives & Modern Manuscripts

This role is based within Archives & Modern Manuscripts, a division within Special Collections. Archives & Modern Manuscripts 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

- An appropriate first degree, ideally in literature or the wider humanities, with a focus on the 20th century.
- A postgraduate qualification in archives management, digital curation or similar, or equivalent experience.
- Excellent communication skills: oral and written
- Knowledge of the legal and ethical context relevant to working with sensitive content within modern archives, including demonstrably high levels of discretion and good judgment when dealing with sensitive material and matters
- Knowledge of copyright in relation to archives work
- The ability to work independently and in teams
- Proven project management skills, including the ability to identify clear measures for progress and delivery against targets
- Demonstrable ability to deliver MPLP cataloguing to agreed deadlines
- Expert in the application of IT to archival work, including familiarity with cataloguing tools and technical standards
- Knowledgeable about content standards for archive description, including ISAD(G) and relevant indexing standards
- Supervisory skills (the postholder may be called on to line-manage staff at lower grades, as well as provide task-management for staff, interns or volunteers from time to time).
- Able to lift, carry and move collection material 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 occasional need to carry items upstairs. It is anticipated that boxes will be up to 5kg in weight.

Desirable

- Good understanding of acquisitions work, which may include a knowledge of the market for archives, as well as awareness of the landscape of collecting in archives
- Experience of working with born-digital archive materials
- Full driving licence
- Membership of the Archives and Records Association, UK and Ireland
- Knowledge of, and interest in, other subject areas relevant to the collections

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).

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.

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.

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Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>