



## Job description and selection criteria

<b>Job title</b>	Archives Assistant
<b>Division</b>	Gardens, Libraries and Museums (GLAM)
<b>Department</b>	Bodleian Libraries
<b>Location</b>	<b>Weston Library, Broad Street, Oxford, OX1 3BG</b> Work at other locations, including other Bodleian Libraries' premises in central Oxford and Swindon, may be required on occasion.
<b>Grade and salary</b>	Grade 4: £27,838 - £31,459 (per annum)
<b>Hours</b>	Full time (36.5 hours per week)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Archivist
<b>Vacancy reference</b>	179679
<b>Additional information</b>	<p>This position will be subject to a satisfactory basic DBS check and driving licence check</p> <p><b><u>You are required to submit a CV and a supporting evidence form, using the provided template, 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). You must indicate your vacancy preference on the supporting evidence form</p> <p>Please contact the recruitment team if you require the job description in an alternative format</p> <p>We are committed to ensuring that our recruitment processes are inclusive and accessible to all applicants. If you require the job description or any other application materials in an alternative format, or if you would like to request any adjustments to support you with any part of the application process, please contact the recruitment team at <a href="mailto:recruitment@glam.ox.ac.uk">recruitment@glam.ox.ac.uk</a></p> <p>Further information about the accessibility of our buildings and facilities can be found in the <a href="https://www.accessguide.ox.ac.uk/">https://www.accessguide.ox.ac.uk/</a></p>
<b>Closing date</b>	12.00 midday GMT Tuesday 24 June 2025



## **Job description**

### **Overview of the role**

The main purpose of this role is to provide support for the administration, arrangement and description of the Libraries' Archives and Modern Manuscripts as part of a team of collections support staff.

A considerable part of your work will take place in collection storage areas, and will involve significant manual handling of collection materials.

We do not expect applicants for this role to have prior experience of working with archives, and full training will be provided.

### **Responsibilities**

Working under the direction of archivists, the post holder will:

- Assist with the inventory, storage and movement of collection material and library records. Involves frequent lifting and carrying of materials, and occasional van driving.
- Undertake arrangement of sequences of material (e.g. arranging correspondence in chronological sequences).
- Flag fragile, damaged or hazardous materials present in the archive material on which you are working.
- Undertake archive preservation tasks, including repackaging (including measuring for custom boxes and making up flat pack archive boxes), barcoding, labelling, removal of harmful fasteners.
- Create, update and maintain accurate collection inventories and metadata using the relevant systems and departmental guidance. Currently this work involves use of spreadsheets, the Libraries' Collections Management Database, ArchivesSpace, Alma and Caiasoft. This work includes listing and indexing tasks as well as cataloguing of single items and simple sequences/collections under the direction of archivists.
- Support the processing of digital archive material.
- Assist in outreach activities, administration and other projects, as appropriate.
- Maintain statistics of work completed, including estimating timescales for the completion of tasks and providing progress reports on own work.
- Liaise with the staff in other sections of the Libraries as required including: Conservation & Collections Care, Packaging and Display Services (PADS), Book Moves, the Collections Storage Facility (CSF) and Bodleian Digital Library Systems and Services (BDLSS).
- Support the Libraries' reader services, including providing cover for rotas.
- Undertake selective foliation.

### **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 & 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 audio-visual 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/>.

## **Special Collections Department**

Special Collections comprises over 100 colleagues concerned with acquisition, management, and services to researchers, based on the great wealth of rare books and manuscripts ranging from early papyrus fragments and the great masterpieces of medieval manuscripts to seventeenth-century historical documents, and the archives of literary and historical figures from the recent past and the contemporary period as well as printed books from all periods, printed ephemera, maps and music. For more information, please see: <http://www.bodleian.ox.ac.uk/weston>

## **Selection criteria**

### **Essential selection criteria**

- Educated to GCSE standard or equivalent skills and experience.
- A track record of accuracy and attention to detail in the completion of tasks.
- Good all-round IT skills, including experience of working with spreadsheets or databases and other Microsoft, or equivalent, applications.
- Ability to lift, carry and move 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 up stairs. It is anticipated that boxes will be up to 5kg in weight.
- A careful and sensitive approach to handling original documents.
- Discretion when working with confidential or other sensitive material.
- Strong personal motivation, with the ability to organise work effectively, manage priorities and meet deadlines.

- Ability to work independently, and as part of a team.
- Good written and verbal communication skills.
- A flexible approach and willingness to take on additional tasks as required.
- A safe driver with a full driving licence and some experience of driving vans.
- Happy to work in basement storage areas.

## **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:

- Working at heights.
- Lone Working.
- Driving on University business.
- Regular manual handling.
- Work with allergens, e.g. laboratory animals, pollen, dust, fish or insects etc.

### **Additional security pre-employment checks**

- A satisfactory basic Disclosure and Barring Service check due to 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.

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.



*Radcliffe Camera in Radcliffe Square*

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 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).

**Please note that if you do not upload a completed supporting evidence form 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.

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## 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).

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## 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, 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 Spectrum.Life, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/spectrum.life>

### 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](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 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](http://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>