University of London
Job Specification

Job Title: IHR Archivist

Department: Institute of Historical Research

Section: Institute of Historical Research Library

Level: Level 07 (AMP)

Job Purpose:	Responsible for the cataloguing and promotion of the IHR Archive, ensuring that it is stored and catalogued to relevant national and international standards.	
Job Content:	Percentage breakdown of time spent on each duty or on a related group of duties Sorting, arranging and boxing archive - 30% Cataloguing the archive, including assisting in procurement of a suitable cataloguing system - 50% Promotion of archive, including training provision - 20%	%

1. Preparation of a conservation assessment of archive and storage area
2. Sorting, arranging and repackaging the IHR archive.
3. Work with IHR Librarian and others as required to ensure suitable cataloguing system in place
4. Develop a cataloguing plan and catalogue the IHR archive to international standards (ISAD-G).
5. Produce a DPA and FOI audit of the collection and produce a guidance document for IHR library staff.
6. Scope and develop digitisation project based on the archive.
7. Develop an in-house skills-based archival training course for IHR library staff and postgraduates.
8. Oversee volunteers and trainees as required.
9. Develop and implement archive and reading room policies.
10. Manage enquiries in compliance with current information legislation (e.g., IP and copyright, FOI and DPA)

11. Develop and implement long-term storage and access plan with the IHR Librarian.

12. Promote awareness of the collection among the University, researchers and the general public through presentations, displays, exhibitions and other outreach.

13. Represent IHR externally at relevant groups and make a contribution to the archives field.

14. Collect, maintain and report statistical information.

15. Ensure that the Archive has an online and social media presence.

16. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.

17. To maintain an awareness and observation of fire and health and safety regulations.

18. Any other duties consistent with both the grade and scope of the post

19. Any other duties reasonably required of the post-holder by the reporting manager.

Reports to:	IHR Librarian
Responsible for:	Volunteers
Additional demands of the role:	May have to visit Egham, Surrey store

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Experience of working in an archives environment or similar. Experience of work in a public-facing role.

Desirable:

- Academic engagement experience
- Training experience
- Ability to work as part of a team, as well as confidence and initiative to implement necessary policies and workflows to ensure archive is properly conserved and used.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Experience of cataloguing systems, e.g. CALM, Adlib or AtoM
- Experience of cataloguing archives to ISAD-G standards

Desirable:

- Web and digitisation skills

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- Recognised archives qualification

Desirable

- BA Degree in History or equivalent level by work-based experience

Competency Requirements	Essential	Desirable
Academic Community focus	B	
Adapting to change		B
Creativity and innovation	B	C
Customer focus (optional)	B	
Interpersonal understanding	C	
Leadership	B	
Managing resources	B	C
Organisational commitment	B	
Proactivity and planning	C	
Problem solving and decision making	B	
Performance Management	B	
Resilience	B	
Staff development and commitment to learning	B	
Working collaboratively with others	B	

Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.
For further information on each of the competencies and relevant levels, please refer to the University's Competency Model http://www.london.ac.uk/5258