

## University of London Job Specification

<b>Job Title:</b>	IALS Archivist
<b>Department:</b>	School of Advanced Study
<b>Section:</b>	Institute of Advanced Legal Studies (IALS)
<b>Level:</b>	Level 07 (AMP)

<b>Job Summary</b>	<p>A part-time post, one day a week, responsible for the archives (paper and digital) at the Institute of Advanced Legal Studies. Responsible for the management of the archives as an integral part of the Institute's research collections and for making them available to researchers.</p>
<p><b>Archive Management and Training</b></p> <ol style="list-style-type: none"> <li>1. Provide assistance to enquirers in person, by telephone or by correspondence.</li> <li>2. Improve the discoverability of the archive collection by adding new resources to the archive database, adding retrospective records as resources allow.</li> <li>3. Liaise with depositors.</li> <li>4. Ensure that material is acquired, documented, organised, preserved and available for use.</li> <li>5. Contribute to the investigation and introduction of a digital archive for archives holdings at IALS.</li> <li>6. Maintain full documentation of policies and procedures.</li> <li>7. Train Institute staff as part of a general training programme.</li> <li>8. Promote the archives as a research resource including creating guides, writing articles, giving presentations and updating the Archive web pages.</li> </ol> <p><b>Policy</b></p> <ol style="list-style-type: none"> <li>9. Advise the Library management team on general archive policy.</li> <li>10. Develop and implement an archives acquisitions and development policy.</li> </ol> <p><b>Finance</b></p> <ol style="list-style-type: none"> <li>11. Assist with the preparation of estimates of income and expenditure relating to archives.</li> <li>12. Ensure that adequate supplies of specialist stationery and materials are available.</li> </ol> <p><b>Developments</b></p> <ol style="list-style-type: none"> <li>13. In consultation with the Information Resources Manager, draw up plans and bids for funding for projects relating to archives including those which might attract external funding.</li> </ol>	

14. Manage and supervise project staff and budgets, and participate in collaborative projects.

**Statistics and Management Information**

15. Collect appropriate statistics of the archive collections and their use. Compile annual statistics and other statistical reports and management information as required.

**Records Management (5% of the post)**

16. Review and update the Institute's retention schedule, in collaboration with the University of London Records Manager.  
 17. Provide guidance for IALS staff in records management best practice.  
 18. Provide guidance and advice for IALS staff on annual disposition of IALS records.  
 19. In collaboration with Institute Senior Managers, the Records Manager of the University of London and IALS staff, implement policies regarding records management.  
 20. Keep IALS staff informed of changes to University policy regarding records management.

**General**

21. Participate in the activities of relevant professional bodies and attend relevant conferences, courses, seminars etc.  
 22. 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.  
 23. To maintain an awareness and observation of fire and health and safety regulations.  
 24. Any other duties consistent with both the grade and scope of the post.  
 25. Any other duties reasonably required of the postholder by the reporting manager.

<b>Reports to:</b>	Information Resources Manager
<b>Responsible for:</b>	Occasional Support from Library Graduate Trainee Occasional Project Staff
<b>Additional demands of the role:</b>	Occasional Flexibility on working day, with prior agreement.

## Person Specification

### EXPERIENCE & PERSONAL QUALITIES

#### *Essential:*

- Experience in managing archives, including digital resources and paper records.
- Good communication skills with people of all levels including depositors, Institute and Library staff and researchers.
- Reliable and flexible with good planning and organisational skills.
- Ability to work alone sorting, boxing, recording and shelving material.
- Ability to manage temporary project staff where required.

#### *Desirable:*

- Recognised qualification in archive management.
- Previous experience of academic administration.
- Experience of creating and managing a digital archive
- Familiar with and able to advise on potential sources of external funding.
- Experience of writing funding bids.
- Experience in making presentations and writing articles.
- Previous experience or knowledge of the legal world.

### TECHNICAL KNOWLEDGE & SKILLS

#### *Essential:*

- Proficient in the use of standard and relevant specialised IT applications including Word, Access, Excel and Adlib.
- Well-developed communication and interpersonal skills, combined with the ability to deal comfortably with people of all levels and from a variety of backgrounds.

#### *Desirable:*

- Proficiency in the use of Microsoft Sharepoint and archive systems.

### EDUCATION & PROFESSIONAL QUALIFICATIONS

#### *Essential:*

- Education to graduate level, or equivalent by experience or ability.

Competency Requirements	Essential	Desirable
Academic Community focus	C	
Adapting to change	C	
Creativity and innovation	C	
Interpersonal understanding	C	
Leadership	C	
Managing resources	C	
Organisational commitment	C	
Proactivity and planning	C	
Problem solving and decision making	C	
Performance Management	C	
Resilience	C	
Working collaboratively with others	C	
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model <a href="http://www.london.ac.uk/5258">http://www.london.ac.uk/5258</a></p>		