

JOB DESCRIPTION

Job Title: Archives and Special Collections Officer
Grade: 5
Responsible to: Archives and Special Collections Manager
Responsible for: Archives & Special Collections Volunteers

Job Purpose:

The postholder will be responsible for delivery of professional Archives & Special Collections services for Falmouth University and University of Exeter Penryn Campus; in order to ensure effective access, collections management and service development.

Main Duties and Responsibilities:

Access

To assist students and academic staff to embed the use archives and special collections within learning and teaching, including selecting resources, providing contextual information, preparing and delivering teaching sessions.

To act as a point of escalation for complex enquiries.

To develop student work placements in collaboration with Archives & Special Collections Manager, course teams and the Employability services, including writing briefs, recruiting and selecting volunteers, supervision, training and feedback.

To participate in outreach activities to promote and exploit the collections including in person and online talks, exhibitions, visits and events.

To develop and monitor the processes required to manage all aspects of access to the Archives and Special Collections in accordance with appropriate legislation including GDPR, Copyright and Freedom of Information.

To network with the sector to ensure service delivery takes place in collaboration with a wide range of stakeholders in the region, notably University of Exeter Special Collections and Kresen Kernow.

Collections Management

To develop and monitor the processes required to manage all aspects of access to the collections management in accordance with appropriate professional standards including accessioning, cataloguing, preservation and disaster planning.

To manage the storage environment for Archives & Special Collections including the monitoring and reporting of environmental conditions and pest management.

To sort, arrange and catalogue the archives, and to supervise cataloguing where appropriate. Support the Archives & Special Collections Manager to set cataloguing priorities.

To undertake digital archiving projects in collaboration with other library and University staff and external bodies as appropriate.

To assess and oversee conservation work, in collaboration with external bodies as appropriate.

To liaise with depositors at point of acquisition and beyond, to support cataloguing and exploitation of the collections.

Team Management

To supervise the work of Archives & Special Collections Assistants and volunteers as requested, monitoring that required standards are met and providing training as necessary.

To monitor workloads throughout the year to assist managers with workforce planning.

To participate in recruitment & selection and staff development.

To lead and contribute to projects, working with staff from multiple teams and with users.

General Duties and Responsibilities

Deliver a level of customer service which meets and exceeds the expected standards. Ensure all people are dealt with efficiently and with appropriate regard to their needs.

Undertake reasonable duties which contribute to the success of the directorate and FX Plus as a whole.

Agree personal and team objectives and work to achieve them, developing both individually and collectively.

Actively participate in required organisational processes, courses and activities, constantly maintaining the required conduct.

Support and contribute to keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Safeguarding.

PERSON SPECIFICATION**Post Title: Archivist and Special Collections Officer**

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	Graduate or equivalent Postgraduate qualification in archives or other relevant field	Membership of a relevant professional body Teaching qualification
Experience / Knowledge	Archives experience at a professional level Experience of delivering user-centred services, and of developing and implementing evidence based services Experience of delivering teaching or training activities in face to face or online environments Experience of cataloguing archive collections using international standards, including ISAD (G) Knowledge of digitisation and digital preservation practices and standards Knowledge of archival theory, standards and copyright and the legal framework of GDPR and FOI Knowledge of conservation issues relevant to collections	Knowledge of CALM Project management experience Experience of managing or supervising staff
Skills / Personal Requirements	Ability to supervise staff and volunteers. Excellent interpersonal, oral and written communication including presentation skills Ability to work sensitively with depositors Excellent IT skills including Modern Office and proactive engagement with new technology Ability to relate to all levels of staff and to network widely within and beyond higher education High level of self-motivation and ability to work on own initiative Excellent problem-solving abilities	Demonstrable interest in and awareness of current issues in higher education.

	Flexible outlook and attitude to work Good time management skills and ability to balance competing priorities Willingness to explore new ideas and develop new skills in response to a constantly changing environment	
--	---	--