



## Archivist and Records Manager

### Job Description

<b>Department:</b>	Library & Archives
<b>Salary:</b>	Grade 7
<b>Contract type:</b>	Permanent
<b>Working pattern:</b>	0.6FTE (0.8FTE may be considered)

#### About All Souls College

All Souls College was planned, built, and endowed in the 1430s by the long-serving Archbishop of Canterbury, Henry Chichele. It received its foundation charter in 1438 from King Henry VI, co-opted by the Archbishop as the College's co-founder. All Souls College is a strongly research-focused institution with over 70 members of staff and some 80 Fellows; many research-active Emeritus Fellows; and up to ten Visiting Fellows in any one term. As well as many weekly lectures and seminars, the College also hosts numerous academic conferences and special lectures. The College has an active cultural and social life, involving colloquia, concerts, and other special events. See the College website for further information (<https://www.asc.ox.ac.uk/>).

#### Overview of the Archives

The archives are rich, broad, and varied; the contents run from the 13<sup>th</sup> to the 21<sup>st</sup> centuries. All Souls' earliest archives relate to the College estates: title deeds, leases, and associated letters and legal papers. There are also the charters and injunctions relating to the foundation and administration of the College; correspondence between the Wardens and the Visitors (the Archbishops of Canterbury), and other letters and documents relating to the internal running of the College, as well as the accounts and domestic records, including extensive building records. The archives were arranged by Warden Hovenden in the late sixteenth century, and this order, maintained through the nineteenth century cataloguing, survived into the twentieth century. The college archive uses Epexio as its Collection Management System and online catalogue, and it subscribes to the University's Digital Preservation Service (DigiSafe). The College's archives are located almost entirely within the Library building, and have historically been the responsibility of Library Staff. The College holds very few papers of, or relating to, individual Fellows; references to them in the archives are mostly as signatories to matters of college business. Please see the Archives website for further information: <https://library.asc.ox.ac.uk/archives>

As a newly created role, this post presents a unique opportunity as the successful applicant will be the first qualified professional Archivist of All Souls College. Reporting into the Domestic Bursar, the Archivist will also liaise extensively with the Fellow responsible for the Library and Archives.

#### The core responsibilities include, but are not confined to, the following:

- Responsibility for all aspects of management of the archives and records management, including acquisitions, cataloguing, access, and storage.
- Line management of the Archives team.



- Planning and strategic development of the archives; development and review of archive policies and procedures and standards to ensure that they meet current legislation and best practice in the sector.
- Cataloguing archives using Epexio cataloguing software.
- Making the archives accessible for researchers, including supervision of internal and external researchers wishing to consult the material.
- Dealing with enquiries appropriate to the archives from within the College, from the academic community, and from the general public, in compliance with the requirements of Copyright, Data Protection and Freedom of Information legislation. Liaising with Library Staff as appropriate on inquiries relevant to both.
- Advising record holders on matters relating to compliance with legislation, especially Copyright, Data Protection and Freedom of Information, working with the relevant College departments and officers.
- Reviewing and implementing the policies for the collection, care, and retention of archival materials.
- As needed, liaising with conservation experts on all aspects of care and preservation, and advising the College on the long-term preservation and conservation of the archives by all appropriate means.
- Assisting with and contributing to the development and maintenance of records of the College's art and chattels holdings as needed, with the assistance of other Staff members.
- Managing the archive spaces (office and storage areas) in line with best practice for environmental conditions, integrated pest management, and other risk minimisation, alongside and with the support of Library staff and other College departments.
- Advising on the management of records in the College; liaising with staff and College Officers to ensure that the information asset registers are up-to-date. Discussing record-keeping with College departments and ensuring compliance with data protection requirements.
- Maintaining a high level of visibility for the 'DigiSafe' digital preservation platform to ensure the timely transfer of digital records by College departments. Providing training and guidance to departmental staff on transferring records as required.
- Assuming responsibility for the storage of semi-current records in the archives, their retrieval, and final destruction or transfer to the archive.
- Coordinating with Library Staff about requests for the reproduction and creation of images of items in the College's archives and reporting such use along with other statistics to the Fellow Librarian and Archivist for onward reporting to the relevant committees.
- Promoting the use of the archives within College and beyond in liaison with the Library and other College departments. Such promotion may include giving tours, and producing talks, exhibitions, articles, presentations, and web content as required.
- Participating in professional development and other training as required.

## **Person Specification**

### **Essential:**

- A postgraduate qualification in Archives and Records Management recognised by the Archives and Records Association or another relevant professional body.



- Relevant experience in an archive, preferably in an academic or related environment.
- The ability to work independently with a high level of motivation and commitment.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to work accurately with attention to detail.
- Excellent organisational and planning skills.
- Excellent IT skills, including Microsoft Office.
- Experience of using digital preservation platforms and collections management software.
- Experience of cataloguing to ISAD(G) and other cataloguing standards.
- Familiarity with medieval and early modern palaeography, and a working knowledge of Latin.
- A generalist's ability to work with anything from medieval records, charters, and deeds, to modern papers and digital records.
- An excellent understanding of estate, manorial, and property records, in order to manage and support the work of the Estates Archivist and Records Manager.
- An awareness of legislation relevant to records management and archival work, e.g., Copyright, GDPR, and Freedom of Information.

**Desirable:**

- Line management experience.
- Experience with Epexio and Digisafe.
- Some familiarity with collegiate environments, particularly that of Oxford.
- An additional postgraduate degree in a relevant field.
- Experience with budget management.



## Terms & Conditions

<b>Salary</b>	Grade 7
<b>Hours</b>	0.6 FTE (0.8FTE may be considered).
<b>Holidays</b>	You will receive a paid holiday entitlement of 20 days (or the equivalent of four working weeks) plus bank holidays. In addition you are entitled to holiday during the College closed period at Christmas/New Year and at Easter, when you may take an additional three days' holiday during the week before or after the Easter closure (pro rata for part-time roles).
<b>Pension</b>	You will be enrolled automatically in the USS pension Scheme
<b>Probationary period</b>	Six-month probationary period.
<b>Meals</b>	A free lunch when working over the lunch period and the College Kitchen is open
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Private medical insurance (on completion of probation)</li><li>• Healthcare cashplan</li><li>• Cycle to work scheme</li><li>• Employee Assistance Programme</li><li>• Bus pass loan</li></ul>