

University of  
**Huddersfield**  
Inspiring tomorrow's professionals



# Recruitment Pack

## Computing and Library Services

**Assistant Records Manager and Archivist**  
**Ref: R3657**



# The Role – Assistant Records Manager and Archivist

**Responsible to:** University Archivist & Records Manager

## **Job Function:**

To build and maintain highly effective links with Schools and Services, and to work collaboratively with staff across the University, to deliver effective archives and records management services in order to enhance staff and student experiences in learning, teaching and research and to support the highest standards of corporate recordkeeping.

## **Job Duties:**

1. To assist in the management of the University's records, including making appropriate arrangements for retrieval; access; retention and disposal, in accordance with appropriate legislation, standards, best practice and policies.
2. To develop and provide records and information management training, support and guidance for users of University records; in particular, assisting with the roll-out of the Electronic Document and Records Management System.
3. To help develop, undertake and maintain a digital preservation strategy and environment for corporate records held within the EDRMS (both born-digital and digitised) in line with international standards and best practice.
4. To support and advise academic and research staff in their research activities, including research data management and digital preservation.
5. In collaboration with staff across the University, investigate, analyse and assess business processes in order to develop efficient processes and systems for managing the institution's information, documents and records.
6. To use expert knowledge of collections to provide an effective information and enquiry service to all users through a variety of channels (eg. face to face, email, web chat) including the Heritage Quay searchroom and to advise on, advocate and promote good records and information management practice among University staff.
7. To undertake archival appraisal, cataloguing and classification using current bibliographic international standards for archival and related metadata description.
8. To manage staff and student expectations regarding collections in the archives. This will include detailed knowledge of the archive's acquisition policies and processes, and negotiation with University staff over the transfer of internal corporate records.
9. To collate, analyse and exploit management data on records management service usage in order to demonstrate impact on the use of the service and increase user engagement with a view to developing a responsive service.
10. To undertake targeted promotion and publicity for CLS services.
11. To participate in team, departmental, and service-wide meetings as well as representing CLS at School and Service meetings including deputising for the Archivist & Records Manager when required.
12. To engage in practitioner research and scholarship, disseminating to the wider professional information and records management community through article publication in relevant journals or through other recognised outputs as well as participating in and developing external networks.

13. To work with colleagues to support CLS strategies and the University mission, and to lead on assigned projects
14. To delegate tasks to other staff where appropriate and manage staff on lower grades, student helpers and volunteers as required.
15. To undertake any other duties pertinent to the grade of the post which may be requested at any time.

## The Person

The successful candidate will be able to demonstrate the following attributes:

Attributes	Essential	Desirable	Evidenced
Experience	<ul style="list-style-type: none"> <li>• Professional experience of working in an Archives or Records Management Service</li> <li>• Experience of supporting and/or using an Electronic Document Records Management System</li> <li>• Experience of using a wide range of information sources at a HE level appropriate to subjects covered</li> <li>• Experience of using and cataloguing with collections management systems (e.g. Calm, Adlib)</li> <li>• Experience of planning, delivering and evaluating information management training</li> <li>• Experience of undertaking subject enquiry work</li> <li>• Experience of applying metadata to systems in accordance with international standards</li> <li>• Experience in IT and database use</li> <li>• Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a further/higher education institution</li> <li>• Experience of promotional activities</li> <li>• Experience of staff supervision</li> <li>• Experience of project management</li> <li>• Experience of supporting researchers</li> </ul>	Application form, Interview and References
Qualifications/ Training	<ul style="list-style-type: none"> <li>• Post Graduate qualification in Archives Management, Records Management or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Subject Degree</li> <li>• Training and/or teaching experience</li> <li>• Professional recognition</li> <li>• Contribution to the professional body of knowledge e.g. through publication or research outputs</li> </ul>	Application form and Certificates
Special Knowledge	<ul style="list-style-type: none"> <li>• Awareness of and interest in digital preservation</li> <li>• Well-developed IT skills, including the ability to use standard office applications and archival collections management systems</li> <li>• Knowledge of and interest in new developments in digital technologies and their applications in archives, information management and HE</li> <li>• Knowledge and application of appropriate legislation, standards and best practice</li> <li>• Awareness of issues relating to information management and research in HE</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of electronic information sources</li> <li>• Knowledge of administering or carrying out privacy impact assessments</li> </ul>	Application form and interview
Communication	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills (both written and oral) for liaison with staff, students and members of the public</li> <li>• Ability to establish and build professional relationships with a range of stakeholders</li> <li>• A friendly, approachable manner</li> </ul>		Application form and interview

Personal Qualities	<ul style="list-style-type: none"> <li>• Proven analytical and problem solving skills, with an ability to use initiative and think and work in an innovative way</li> <li>• Willingness to contribute to cross-service developments</li> <li>• Adaptable, resourceful, self-motivated</li> <li>• Patience and ability to deal with people and situations when under pressure</li> <li>• Strong customer service ethos, the determination to see problems/incidents resolved, and a strong commitment to the continuous improvement of services</li> <li>• Excellent organisational skills, including the ability to work under pressure, to meet deadlines, and to deal effectively with conflicting priorities</li> <li>• Ability to work as part of a team and contribute to its success</li> </ul>		Application form, Interview and References
Physical requirements	<ul style="list-style-type: none"> <li>• Flexibility to work occasionally evening and weekends by prior arrangement</li> <li>• Ability to move moderate weights such as archive boxes</li> </ul>		Application form and Interview

## Terms and Conditions

<b>Hours of Work</b>
The hours of work for this position are 37 per week. Occasional evening and weekend work is to be expected on a rota basis
<b>Length of Appointment</b>
Permanent appointment
<b>Starting Salary</b>
The salary for this post is Grade 7 (£33,829 - £38,052 per annum). On appointment staff will be placed on the first point of the scale. Appointment above this will only be in exceptional circumstances.
<b>Closing Date</b>
30 April 2018 at midnight.  Applicants are asked to complete the online application. Attention is drawn to the person requirements listed and applicants are asked to provide a supporting statement to evidence their match to the criteria. For further information please see the following link: <a href="http://www.hud.ac.uk/hr/jobs/guidanceonapplying/">http://www.hud.ac.uk/hr/jobs/guidanceonapplying/</a>
<b>Interview Date</b>
Interviews for this position are scheduled to take place on 23 May 2018
<b>Annual Leave</b>
Annual leave entitlement is 30 days plus statutory holidays throughout the year. This is pro-rated for part-time staff.
<b>Pension</b>
You will be auto-enrolled into the Career Average Revalued Earnings (CARE) Pension Scheme (Local Government Pension Scheme) on appointment.

## Other Information

<b>Voluntary Benefits</b>
The University offers a range of voluntary benefits, more details can be found at: <a href="http://hud.ac/djg">http://hud.ac/djg</a>
<b>Equality, Diversity and Inclusion</b>
The University of Huddersfield is committed to meeting its obligations under the Equality Act 2010 and the Public Sector Equality Duties as a minimum. In addition, we embrace and celebrate the diversity of our staff, students and applicants and work to ensure University policies, practices, procedures and projects are inclusive. We are committed to eliminating discrimination, advancing equality of opportunity and fostering good relations on the basis of the protected characteristics; age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex and sexual orientation and to ensuring equality of opportunity for all.
<b>Staff Development</b>
The University offers significant opportunities for development to support you in achieving the University's goals and objectives. Training and development opportunities exist in a variety of forms, both formal and informal. Please see the following link for more information: <a href="https://staff.hud.ac.uk/hr/staffdevelopment/">https://staff.hud.ac.uk/hr/staffdevelopment/</a>
<b>Qualifications</b>
In accordance with our pre-employment processes, we are required to verify qualifications for successful candidates. We will need evidence of those essential qualifications listed in the person specification and claimed on the application form, by way of original qualification certificates.
<b>Car Parking</b>
There are currently two types of paid parking permits available to staff via a monthly payroll deduction. This is operated through a waiting list which you will be eligible to join on appointment.

## Useful Information

To find out more information about the University and Computing and Library Services, please see the links below:

<http://www.hud.ac.uk/about/>

<https://www.hud.ac.uk/cls/>

A range of information about living and working in Huddersfield is also available to you within the University's web pages:

<http://www.hud.ac.uk/hr/jobs/livingandworkinginhuddersfield/>

<http://www.hud.ac.uk/hr/jobs/relocation/>