### Job Description

**Job title:** Archivist (Part Time)

**Department:** Library

**Location:** Murray Edwards College

**Purpose of role:** To be responsible for the College’s archives and paper records

**Line manager:** Librarian

**Line manages:** N/A

**Financial responsibility:** No

**Salary and Salary Band:** Salary Band 5

**Hours:** Part-time – 7.5 hours per week (20% of FTE)

**Working environment:** Office, Archive and Records Stores

### Background to the role and the College

Murray Edwards College was founded in 1954 as New Hall, the 'third foundation' for women students at Cambridge University. The core archive was established by the first President, Dame Rosemary Murray, who kept scrapbooks of press cuttings and gathered records relating to the early years, including minutes and papers of the Third Foundation Association dating from 1948. Since her retirement in 1981, successive Librarians have overseen the growth of the archives, and in the last ten years there has been some part-time input from a consultant archivist. In 2014 an Archivist and Records Manager was appointed on a part time basis. In 2021 work began on electronic record sharing and providing staff with better access to documents off site. This will provide a basis for electronic records management from 2022. Information Governance and electronic records management is dealt with by the Digital Business Partner. The Archivist will deal with paper records and their transition to the archive. The post holder will be required to investigate digital archiving and preservation in the first instance and work toward establishing a digital archive in the future.

The archives now comprise the following: administrative papers of the College; photographs; cuttings; records of clubs and societies; papers relating to the buildings (designed by architects Chamberlin, Powell and Bon); an oral history collection; papers relating to the New Hall Women’s Art Collection; and a number of deposited collections (including the personal papers of Dame Rosemary Murray and manuscripts of the novels of Jane Rogers, alumna). The archives are catalogued using ArchiveSpace which is used by many Cambridge Archives. A more detailed overview, together with the archive catalogue, can be seen online at: [https://archivesearch.lib.cam.ac.uk/repositories/20/resources](https://archivesearch.lib.cam.ac.uk/repositories/20/resources)

The archives are stored within the College’s Rosemary Murray Library and currently occupy approximately 100 linear metres of shelving in two rooms, one measuring 14f by 9f and another measuring 9f square. There are approximately 30 to 40 requests for archive material each year from both internal and external users. Regular internal requests are received from Fellows, staff and students for information and file retrieval. The College also receives external enquiries, some of which result in extensive research visits. Recent subjects of
interest have included the architecture of the buildings, women’s education, women’s careers, and student activism and protest.

A Semi-Current Records Store (SCRS) for college documents was set up in January 2015 for the storage of records no longer needed on a daily basis in offices but needing to be kept for statutory or archival purposes. The SCRS has already received over 300 boxes of material from the Accounts Department, the Bursar, the College Administrator, HR and the Porters. All records transferred to the SCRS are logged into a database allowing for easy retrieval as required and a co-ordinated and consistent approach to disposal (be that through confidential shredding or transfer to the Archives). Record retention schedules have been developed for college departments. The post holder will provide guidance on retention schedules with Heads of Department and will liaise with the Digital Business Partner regarding updates to information governance, retention schedules and policies that affect the paper records.

Job Purpose:

To provide a high quality archive service and ensure that the College’s paper records are preserved. The post holder will undertake tasks which support the effective delivery of archive services to College members and visitors as required.

Main duties and responsibilities:

Archives

- Management of the College Archives, including the appraisal, accession, cataloguing and preservation of documents transferred from College departments, Fellows, Alumnae and the general public.
- Look after the College’s photographic archive. Provide advice and guidance to departments using college images.
- Respond to archive enquiries offering a high standard of customer service. Make archive material available to students, College staff, fellows and external researchers in line with the agreed archive access policy.
- Supervise archive readers or arrange appropriate cover with library staff outside of the post holder’s hours.
- Advise on the collection, admissions policy, handling procedures, reprographic arrangements and intellectual property rights as required. Provide advice and guidance on GDPR and copyright matters relating to deposited archive material.
- Create and maintain access and collection management policies for archival material covering both College files and other external deposits of potential significance.
- Administer external loans of archive material as required.
- Ensure the Archive is EN 16893:2018 compliant and monitor security and environmental controls.
- Investigate and develop a digital archiving and preservation programme for College’s archive material.
- Develop and deliver appropriate training and outreach activities for accessing the archive collection.
- Promote the archive collection and prepare exhibitions of archival material. Monitor displayed collections and ensure they are kept in appropriate conditions.
• Liaise with Cambridge University Library to maintain the archive management system, currently ArchiveSpace.

**Paper Records**

• Management of the College’s paper records, including transfer of paper records from departments to semi current storage, accession, cataloguing, shredding and transfer to archives.
• Create and maintain a catalogue of documents located within semi-current records storage.
• Maintain retention schedules for all records and liaise with the Digital Business for any updates affecting paper records.
• Liaise with departments to develop a good understanding of paper records generated by each department and identify where duplication of records occurs across College. Liaise with the Digital Business Partner in relation to duplication of electronic records.
• Organise confidential shredding of College records to be disposed of in line with the retention schedules after consultation with Heads of Department.
• Provide advice to Heads of Department on paper records management, storage of documents, transfer of records to semi-current storage and archives or disposal.

**Other duties:**

• Create and maintain a business continuity plan for the archive and paper records.
• Support the Librarian by feeding archive and paper records concerns into the Library disaster plan, risk assessment and corporate risk assessment documents.
• Advise the Librarian on budget requirements for the archive and paper records for inclusion in the yearly budget submission.
• Prepare the archives and paper records annual report for inclusion in the Library annual report.
• Keep up to date with archive practices and guidance from the National Archives. Keep up to date and liaise with the Digital Business Partner on records management practices, information governance and legislation changes affecting College paper records.
• Represent the College at meetings of the Cambridge Archivists Group and appropriate communities of practice.
• Any other duties as could be reasonably expected within this role.

**Person Specification**

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<tr>
<th>Qualifications required for the post:</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td></td>
<td>• Educated to Degree level or equivalent.</td>
<td>Experience of working within an academic or collegiate environment</td>
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<tr>
<td></td>
<td>• Postgraduate Qualification in Archives, Records Management or Information and Library Management.</td>
<td>Knowledge and experience or an interest in digital archiving</td>
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<th>Level of skills, knowledge, experience required:</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• Previous experience in an Archivist/Records Manager role</td>
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<td>• Knowledge of archive and records management principles and practice</td>
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<td>• Previous experience of cataloguing using ISAD: G and NCA Rules</td>
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- Working knowledge of EN 16893:2018
- Experience of dealing with archive enquiries
- Knowledge of key legislation relating to archives i.e. GDPR and copyright
- Previous experience of liaising with a wide range of people and/or departments
- Previous experience of putting on archive exhibitions

and preservation for a variety of formats

Experience of delivering training on archive material and resources

| IT skills required: | Good IT literacy
| | Previous experience of using an Archive Management System
| | Previous experience of using MS Access
| | Previous experience of Office 365, Sharepoint and cloud storage
| | Knowledge and use of social media to promote collections

Previous experience of ArchiveSpace

| Language skills required: | All staff must be able to speak English to a good level. English is spoken by all staff when on-site. For most posts the ability to read/write English to a reasonable level is required.

| Personal attributes | Ability to communicate effectively, both verbally and in writing
| | Convey information clearly and concisely
| | Awareness of good customer care
| | Ability to deal with a wide range of readers
| | Diplomacy and discretion
| | Ability to work without supervision using own initiative
| | Attention to detail
| | Excellent organisational skills
| | Ability to work to prioritise and work to deadlines
| | Ability to solve problems |