



Murray Edwards College

University of Cambridge

Job Description

Job title:	Part Time Archivist and Records Manager
Department:	Library
Location:	Murray Edwards College
Purpose of role:	To be responsible for the College's archiving and records management activities. To support the College's compliance with the General Data Protection (GDPR).
Line manager:	Librarian
Line manages:	N/A
Financial responsibility:	N/A
Salary and Salary Band:	£6,000 - £6,400pa pro-rata (£30,000-£32,000pa FTE) (Job 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.

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 Cantab, a Microsoft Access based co-operative system which is used by many Cambridge Archives. A more detailed overview, together with the archive catalogue, can be seen online at:

<http://janus.lib.cam.ac.uk/db/node.xsp?id=EAD%2FGBR%2F3124%2FNH>

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 200 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 most college departments although some still need to be created. The college's records management policy can be found at http://www.murrayedwards.cam.ac.uk/about/policies/statementsofpolicy/records_management_policy).

Job Purpose:

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

The post holder will undertake tasks which support the College's records management programme and will also support the Bursar in the College's compliance of the General Data Protection Regulations (GDPR).

Main duties and responsibilities:

- Management of the College Archives, including appraising, accessioning, cataloguing and preservation of documents transferred from College departments, Fellows, Alumnae and general public.
- Ensure the Archive is PD5454 compliant and monitor security and environmental controls.
- Respond to archive enquires received by telephone, email or post.
- Make archive material available to researchers, College staff and fellows. Provide advice on the collection, archives admission policy, handling documents, reprographic charges and copyright as required. Supervise archive readers or arrange appropriate cover with library staff outside of the post holder's hours.
- Create and maintain a Collection Management Policy for archival material covering both College files and other external deposits of potential significance to College.
- Create and maintain a catalogue of documents located within semi-current records storage. Develop and maintain retention schedules for all records.
- Liaise with departments to develop a good understanding of records generated by each department and identify where duplication of records occurs across College.
- Liaise with the College Administrator, IT Manager and Development Office in relation to electronically stored documents and photographs.
- Supervise transfer of records from departments to Semi Current Records Store.
- 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 records management, storage of documents, transfer of records to semi-current storage and archives or disposal.

- Maintain the records management policy for the College.
- Provide advice, guidance and training to members of the College on legislative requirements, such as copyright, GDPR and Freedom of Information to ensure College compliance in these areas.
- Auditing college records and development of policies and procedures for GDPR compliance.

Other duties:

- Prepare exhibitions of archival material for College events as required.
- Support the Librarian and Bursar by feeding archive and records management concerns into the Library disaster plan, risk assessment and corporate risk assessment documents.
- Advise the Librarian and Bursar on budget requirements for the Archives and Records Management for inclusion in the yearly budget submission.
- Prepare the Archives and Records Management annual report for inclusion in the Library annual report.
- Keep up to date with archive and records management practices and legislation changes affecting College records. Keep abreast of guidance issued by the Information Commissioner's Office.
- Represent the College at meetings of the Cambridge Archivists Group, Records Management Subgroup and the Office of Intercollegiate Services GDPR Group.
- Any other duties as could be reasonably expected within this role.

Person Specification

	Essential	Desirable
Qualifications required for the post:	<ul style="list-style-type: none"> • Educated to Degree level or equivalent. • Postgraduate Qualification in Archives/Records Management. 	
Level of skills, knowledge, experience required:	<ul style="list-style-type: none"> • Previous experience in an Archivist/Records Manager role • Knowledge of archive and records management principles and practice • Previous experience of cataloguing using ISAD: G and NCA Rules • Working knowledge of PD5454 • Experience of dealing with archive enquiries • Knowledge of key legislation relating to archives ie. GDPR, Freedom Of Information and copyright • Previous experience of liaising with a wide range of people and/or departments • Previous experience of putting on archive exhibitions 	Experience of working within an academic or collegiate environment
IT skills required:	<ul style="list-style-type: none"> • Good IT literacy • Previous experience of using MS Access 	Previous Experience of using Cantab
Language skills required:	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none">• 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	
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