



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Archivist**

Requirement

St John's College wishes to appoint an Archivist to oversee the collections, security and day-to-day operations of the College Archives.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Department Aims: To provide a modern, efficient and welcoming Library service for all members of the College, and for all others with valid reasons to make use of the College's library and archival collections and facilities, so enabling the College to fulfil its statutory and strategic aims.

Principal Responsibilities and Duties

Job title: Archivist

Department: Library

Responsible to: The Librarian

Job Purpose: The principal purpose of this post is to oversee the collections, security and day-to-day operations of the College Archives, at the direction of the Librarian.

Principal Responsibilities

The Archive

a. In order to provide a modern, efficient and welcoming service to readers in this part of the Library, the Archivist is responsible to the Librarian for the day-to-day management of the collections held in the College Archive. These duties include:

- i Accessioning, processing, listing, boxing and shelving materials acquired for permanent storage in the Archive.
- ii Answering enquiries on the historic collections from staff and external enquirers, and looking after the needs of visiting scholars, for example by arranging

appointments to visit the Archive, by invigilating in an Archives Reading Room or where appropriate in the Rare Books Reading Room, by fetching and returning items, and by advising on the use of catalogues and other sources.

- iii Answering biographical and estates enquiries in conjunction with, and where appropriate taking advice from the Biographical Librarian and the Investment Property Manager, principally insofar as they relate to items permanently transferred to the Archive. Such work will frequently involve the timely production or summarising of documents held in various College collections.
- iv Developing, enriching and maintaining to current professional standards an electronic catalogue of the College's permanent archive, and exploring ways in which this catalogue might be made available to a wide external readership. Other Library staff will assist and contribute to this end.
- v Assisting the Librarian in negotiating with potential donors for gifts and bequests to the Archives.
- vi Overseeing the training and work of the Graduate Trainee and other Library staff when they are working in the Archives, and attracting and managing suitable volunteers.
- vii Working with the Librarian to create and validate the content of the Library's web-pages insofar as they relate to collections held in the Archives.

b. In order to ensure the security of these collections, and that of staff and readers working in the Archives, the Archivist will:

i. Be responsible to the Librarian for maintaining the security and environmental systems protecting the Archives and its contents, drawing on help from the Maintenance Department and other technical expertise whenever appropriate.

ii. Assist the Librarian in the production and development of a Disaster Plan for the Library and its collections, insofar as this Plan relates to areas in which permanently retained archival materials are stored.

iii. Organise, in association with the Special Collections Librarian, a conservation schedule and preservation programme for the older collections, including the selection of material for repair/re-boxing/rebinding or other preservation measures.

c. In order to widen the actual and potential readership for collections in the Archives, in line with the stated strategic aims of the College and the Library, the Archivist will:

i. Prepare, usually in consultation with the Special Collections Librarian and other members of staff, a limited number of exhibitions each year in the College Archive, Library Exhibition Area, Upper Library and elsewhere, writing informed panels and captions and displaying materials in appropriate conditions.

ii. Assist the Librarian to maintain the National Archives Accreditation standard following the award of this distinction in 2017

Records Management

d. In order to help College departments manage their papers and electronic records in an efficient and professional manner, the Archivist will work with colleagues in all departments to:

- i. Devise and review schedules for the retention and disposal of such material, informing him/herself on legal developments and conforming to the Council's directions.
- ii. Assist, in particular, the Librarian as College Data Protection Lead in ensuring that the College meets its obligations imposed by current data protection legislation, including the General Data Protection Regulation, 2018, This work includes carrying out audits of personal data held in the College, the review of data protection statements, privacy notices and the legal bases for processing personal data, ensuring that College procedures cover all the rights that individuals enjoy in respect of personal data, and working out how to carry through Data Impact Assessments in the College. To this end, there will be an ongoing need, among other obligations, to brief departmental heads and other senior college staff, on a one to one basis and at regular meetings, on best practice in storing, retaining, disposing and disclosure of electronic media, working in association with the Librarian and the IT Department where appropriate.
- iii. Keep a watching brief where appropriate on College space devoted to the temporary storage of materials retained pending further weeding or disposal.

Other Duties

e. In order to ensure an efficient and prompt service to readers, and to meet the Library's departmental and strategic aims, the Archivist will:

- i. Represent the Librarian on College Committees where appropriate, attending and producing reports when required on the areas outlined above for the Library and Records Committee.
- ii. Undertake such other reasonable and appropriate duties as the Librarian shall from time to time require.

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

The Archivist must be a good honours graduate with a professional archival or appropriate library postgraduate qualification, or extensive experience in a relevant professional post. Some practical experience of working with archives and manuscript materials is essential. The Archivist must be thoroughly computer literate, familiar with standard word-processing and database software. S/he must be familiar with modern records management practice in comparable institutions, and the legal obligations imposed on institutions holding personal data. A working knowledge of medieval and early modern Latin is essential. Some practical knowledge of English land law and modern land registration is desirable, though guidance can be given by Bursary staff.

Recognising his/her Archival responsibilities, the Archivist will normally be expected to attend, at College expense, a small number of national special collections meetings and seminars on specific

areas of archival administration. The College would expect to give the Archivist all reasonable support in pursuing a programme of continuing professional development as recommended by the Society of Archivists, CILIP, or an equivalent professional body.

Skills, Abilities and Competencies:

The Archivist will be expected to show initiative and a capacity to both implement and contribute towards the formulation of policy. Although the person appointed will be in regular contact with the Librarian and other members of Library staff, it is expected that s/he will be able to demonstrate personal managerial skills in achieving these aims, and the ability to organise his/her own time. Like all Library staff the Archivist must be an excellent communicator at every level, and able to work on his/her own and as part of a team.

Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £34,129.46 - £39,566.34 p.a. (depending on experience) plus benefits
Hours of work: 36.25 per week
Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a defined contribution pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon** on **Monday 7 October 2019**. Interviews are expected to take place on **Thursday 17 October 2019**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.