

The University of Manchester

Job Description

Job title:	RACE Centre Archivist
Reports to:	Head of the AIU RACE Centre
Organisation unit:	University of Manchester Library: Curatorial Practices
Date:	January 2021
HERA:	MAPPS-UML-CP-AIU-E (435, Grade 6)

Overall purpose of the job:

To maintain the day-to-day and long term running of the Ahmed Iqbal Ullah RACE Centre archive collections, including collection access, development, management, and management of library and archive staff

Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To curate agreed RACE Centre SPECIAL Collections materials (including digital) to exemplary standards, contributing to the development, management, care and security of the contemporary community collections in line with Library policies and procedures
- To take an anti-racist co-produced approach to improving access to the collections, through cataloguing, digitisation and specialist enquiries, working closely with the Library Manager and liaising with wider Special collection colleagues and academic staff
- To manage staff and trainees as required. Allocate tasks, set priorities and performance targets, monitor progress against agreed standards and performance criteria, and provide effective feedback. Proactively ensuring effective working relationships within the team and with those with whom the team interacts
- To use initiative to identify and act on opportunities for embedding RACE Archive Collections materials into research and discovery, teaching and learning, and community/public engagement activities, liaising as appropriate with Library colleagues and academic staff
- To offer collections-based support to researchers and learners at all levels, including the promotion of the AIURC's contemporary community and oral history collections
- To maintain a working knowledge of collection strengths and collecting priorities of comparable institutions, and of copyright, data protection and other legislation with a bearing on the use and management of the Special Collections
- To contribute knowledge and expertise to partnerships and projects using Special Collections materials within relevant disciplines for research, and especially to support the activities of the John Rylands Research Institute (JRRI)
- To contribute to community/public engagement with research in agreed disciplines, liaising as appropriate with Library colleagues and academic staff

- To identify material (across collections and formats) with the potential to contribute to taught courses within agreed disciplines, and to work with academics to develop and deliver relevant teaching programmes
- To develop and support student placements based in the RACE Centre
- To work with the Collection Care team to ensure the collections are preserved and conserved to the highest possible standards
- To contribute to the development and delivery of public engagement programmes, including curating exhibitions and displays, and to promote AIURC Special Collections materials and activities through tours, talks, publications and social media activities
- To liaise with stakeholders, including existing and potential donors, creators and depositors, over the acquisition, development and use of AIURC Special Collections materials, in line with Library policies
- To deliver training to community groups and individuals on basic archiving skills, including conservation and on the paperwork required for deposit to AIURRRC
- To identify AIURC Special Collections materials with the potential to engage alumni and potential donors and help to incorporate them into alumni events and fundraising activities
- To lead and contribute to the development of fundraising bids and grant applications and to take/share responsibility for managing ensuing projects
- To assist in planning and implementing changes to service or approach in line with the Library's strategic priorities and the changing academic environment
- To contribute to the development and delivery of the team's operational plan, including by managing agreed projects
- To establish and nurture highly effective relationships with Central Library colleagues, Archives+ partners, Library and University colleagues, in order to achieve shared objectives
- Work alongside Central Library archive staff to ensure consistency in standards of service and to ensure all collections are made accessible through Manchester City Council's catalogue system.
- To meet agreed personal and departmental performance targets and to collect and collate both quantitative and qualitative information
- To represent the University Library at external and internal meetings and to become involved in external professional networks and groups relating to Curatorial Practices
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

Person Specification:

Essential knowledge, skills and experience:

- A professional archive or collection management qualification, or significant level of work experience in an archive setting or similar, with knowledge of accession paperwork and cataloguing standards
- Knowledge of conservation and preservation of paper and digital archives

- Knowledge of library/ archive catalogues such as CALM, Spydus, GM Lives and Archives Hub
- Good understanding of race relations issues, both current and historical, giving necessary knowledge for AIURC archive collections development and selection, to meet stakeholders' needs, including academics and members of the general public
- Awareness of, and commitment to, the work of the RACE Centre and Education Trust and has experience of employing an antiracist approach to collections development and management
- Ability to support team members and colleagues who deal with sensitive and challenging content and material in relation to race and racism
- Knowledge of one or more metadata standards appropriate to AIURC Special Collections
- Excellent interpersonal skills to work in a highly collegiate environment
- Excellent written and oral communication skills and ability to share knowledge and expertise, present and reach a variety of audiences
- Excellent team working skills to foster collaboration within and beyond Curatorial Practices
- Project management skills
- Excellent digital literacy including competence across office software applications and expertise with relevant functional software and systems
- Proven ability to query, analyse and summarise complex data from a variety of sources
- Experience of working with community groups/Black, Asian and global majority heritage projects and co-producing archive catalogues with community groups.
- Experience of archiving community collections, from acquisition to cataloguing through to disseminating information about the archive.
- Experience of having delivered training, preferably in basic archiving skills/documentation
- Hold, or be prepared to apply for, Criminal Records Bureau clearance (for work with young people under 18 and vulnerable adults)

Desirable skills, knowledge and experience

- Experience of staff management and motivation
- Experience of recruitment and selection
- Experience of curating Special Collections materials
- Knowledge of current Higher Education research methodologies and pedagogies
- Experience of developing or contributing to funding bids or grant applications
- Awareness and understanding of the challenges and opportunities in the curation and preservation of digital collections
- Active membership of a relevant professional organisation or body