1. Job Details
Job title: Deputy University Archivist
School/Support Department: IS/Library, Museums & Galleries
Unit (if applicable): Collections Division
Line manager: Special Collections Manager & University Archivist

2. Job Purpose
The operational management and development of the University’s archival and manuscript collections including acquisition, preservation, description and accessibility in accordance with IS policies, professional standards and legislation. The post-holder also helps initiate, shape and manage archives/manuscripts projects and deputises for the line-manager regarding University Archives matters.

3. Main Responsibilities

1. Manage and develop the University’s archival and manuscript collections: acquire, appraise, preserve, arrange and catalogue to professional standards, ensuring long-term care and enabling access to users as appropriate. 25
2. Provide enquiry and research support services for all types of internal/external users in conformity with relevant legislation. 18
3. Maintain effective interface with the University Records Management Unit, consulting on policies and legal compliance issues affecting University Archives, approving University-wide retention schedules, and developing Records Management within Division. 12
4. Develop ideas for archives projects, assist in shaping project bids and contribute to their management and delivery including ICT components. 10
5. Create, review and implement collection management techniques, tools and procedures across Special Collections in accordance with collection policies and corporate retention schedules to aid accession registration, access restrictions, appraisal and de-accessioning, shelf location systems. 10
6. Contribute to establishment of appropriate procedures, populate and maintain digital content for both corporate and externally generated ‘born digital’ and digitised material, ensuring long-term preservation of and access to of digital archive material. 10
7. Participate in collection development across Special Collections: collection assessments, donor negotiations/agreements, projects, academic liaison and outreach. 8
8. Manage established and project staff as required. 7

4. Planning and Organising
The programme of work is set by the line manager in consultation with the post-holder. The post-holder is responsible for organising and prioritising own workload.

The work programme is also represented in and monitored via the annual work plan, which is reviewed regularly by the Special Collections management team. Regular meetings are held with the line manager, relevant colleagues and working groups to assess progress against set objectives and targets.

Post-holder is required to formulate the sequencing of tasks and processes required to achieve key departmental and project objectives such as devising the best means of ICT co-ordination and delivery for projects, and organisation of major stock removals.

5. Problem Solving
• Managing sizeable enquiries involving interplay between Freedom of Information and Data Protection legislation
  o Consult with line-manager, use local guidance and liaise with Records Management Unit to find workable and consistent responses.
• Working within constraints of available space for archives
  o development of practices and procedures to ensure most efficient use of space
  o provision of staff guidance to allow efficient retrieval of material for consultation
• Managing cataloguing backlog
  o prioritisation of work
  o use para-professional staff, volunteers and interns as appropriate for preliminary work

6. Decision Making
• ‘Clearing’ user access to archival collections against relevant legislation such as data protection or agreed confidentiality procedures, involving line-manager if required.
• Assessing and providing appropriate amount and type of information to different types of user.
• Assessing donations of archives and manuscripts against selection criteria and collections policies.
• Agreeing specific terms of donation, e.g. access restrictions, copyright procedures.
• Appropriate levels and types of description and professional standards to be used for individual collections.
• General and technical content required for external project proposals.
• Design and organisation of collection management tools and procedures and appropriate metadata.

7. Key Contacts/Relationships
   Internal (Library)
   • Special Collections Manager/University Archivist, Director of University Collections, Digital Library Officer, (Digitisation) regarding all aspects of collections management and development.
   • User Services Librarian and most other staff in Special Collections.
   • Colleagues in Digital Library Division (e.g. Metadata Co-ordinator, Digital Architecture staff) concerning management and storage of key datasets.

   Internal (University)
   • University Records Management Unit staff, especially in relation to FOI enquiries.
   • Other IS units and staff, HR, Finance, Buildings, EUCS, EDINA.
   • Records Management practitioners and other academic and administrative staff at all levels throughout the University.

   External
   • Archivists, Records Managers, Conservators in Scottish Higher Educational Institutions
   • Potential donors/depositors/vendors of archival and manuscript material.
   • Wide variety of professional/academic/amateur users of the archival holdings, professional associations and commercial suppliers

8. Knowledge, Skills and Experience Needed for the Job
   • An honours degree and a professional qualification in archives management.
   • At least two years experience of working at a professional level in archives.
   • A thorough understanding of current professional practice including practical experience of the full range of technical standards, formats, protocols etc. affecting archival description, (ISAD(G)2, EAD, XML etc. ) and knowledge of preservation issues and standards, such as OAIS.
   • Highly developed experience of applying ICT in archive collection management.
   • Knowledge and awareness of relevant legislation affecting archives and associated issues.
   • Practical application of Records Management techniques.
   • Track record of external funding and project delivery.
   • Experience of working with corporate university archives advantageous.

9. Dimensions
   The post-holder carries line management responsibility for one member of staff, the University Archives Assistant, and for curatorial and technical project staff as required plus student interns and work placements. It is a pivotal role that inter-relates closely with the functions of 30+ staff and more widely across the university.

   Special Collections of rare printed books, manuscripts and archives comprise one of the most important collections of its type in the world, with upwards of 15 kilometres of material. Remote enquires for corporate archives are in excess of 600 per annum, and research usage of the general archival and manuscript collections runs at over 5000 productions of material for supervised consultation per annum.

   As a whole, Special Collections now handles upwards of 15,000 productions per annum. Users include local, UK and international academic researchers, students, University administrators and general public. User figures are showing year on year increases as a result of project led development and new legal rights of access. Facilities to cope with the complex preservation needs of ‘born digital’ archival status electronic records are under development and are expected to assume greater prominence in the medium-term planning cycle.

10. Job Context and any other relevant information
    The post-holder is required to deputise in the line-manager’s absence on University Archives issues and problems. This requires a willingness to take responsibility and deliver solutions to difficult problems, within a new and demanding legislative environment and against a backdrop of rapid technological and professional change.