

1 Advertisement

Post Title: Junior Project Manager (Project Archivist)

School/department: Library

Hours: full time considered up to a maximum of 1 FTE / 36.5 hours

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Fixed term for 8 months.

Reference: 10762

Salary: starting at £32,411 to £36,333 per annum, pro rata if part time [current salary scales can be found here](#)

Placed on: 02 May 2023

Closing date: 22 May 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: To be confirmed

The archive of Jeremy Hutchinson, Baron Hutchinson of Lullington QC (1915 – 2017) has been acquired for the nation through the Acceptance in Lieu Scheme and allocated to the University of Sussex. Not only was Hutchinson considered one of the finest barristers of his generation, he was also an influential figure in British history. His archive reveals much about his legal work, interests, and, through extensive correspondence, the social connections he maintained.

The University of Sussex seeks a highly motivated individual for an 8-month project to complete the catalogue of the archive and develop and deliver engagement activities to promote the archive. To succeed in the post, you will have experience of cataloguing archive collections, experience of promoting archive collections through a variety of engagement activities, excellent communication, and time management skills. You will be able to work collaboratively as part of the Library's Collections team whilst acting independently and under your own initiative to complete the project.

Please contact Karen Watson, Special Collections Archivist k.l.watson@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at www.sussex.ac.uk/library

3. Job Description

Job Description for the post of: Junior Project Manager (Project Archivist)

Department: Collections

Section/Unit/School: Library

Location: The Keep

Grade: 6

Responsible to: Special Collections Archivist

Responsible for: N/A

The post holder will catalogue and make accessible the archive of Jeremy Hutchinson, Baron Hutchinson of Lullington QC. In addition, the post holder will also develop and deliver engagement activities to promote the archive to a variety of audiences.

The role will involve:

1. Cataloguing the archive of Jeremy Hutchinson according to internal protocols and relevant professional standards using the CALM database.
2. Identifying materials of a personal or sensitive nature and dealing with them according to legal and ethical guidelines and legislation.
3. Preparing records for export and uploading to other relevant interfaces including The Keep's catalogue and the Archives Hub.
4. Undertaking research as necessary to catalogue and promote the collection.
5. Developing and leading engagement activities such as talks and online exhibitions to promote the archive.
6. Responding to enquiries about the collection and undertaking knowledge sharing activities to ensure a lasting understanding of the collection.
7. Participating in the wider activities of the Collections Team and the Library as appropriate.

PRINCIPAL ACCOUNTABILITIES

1. Work with colleagues and key stakeholders to develop an initial project plan, including scope, resource plans and costs of an implementation project based on the outcomes from an initial feasibility project.
2. Provide the day-to-day management support of several smaller projects, or to support the delivery of a larger major project, through all aspects of the project life cycle, co-ordinating project members, supervising team members in a matrix environment and liaising closely with the project sponsor.
3. Work with key stakeholders across the institution, manage the key communications for the project, liaising with project team members and internal and external stakeholders.

KEY RESPONSIBILITIES

1. Deliver and lead the project lifecycle

- 1.1. Within the scope of the project, support the management of all aspects of the project lifecycle of several smaller projects, or to support the delivery of a larger major project, including scope, timelines, resources, budget, risks and issues, relationships, training and communication
- 1.2. Support the development and implement a rigorous planning and ensure it is delivered by appropriate parties
- 1.3. Work with the project owner/senior responsible officer to help define the project and support its successful management. This will require regular communication and engagement to ensure a clear understanding of the project methodology and approach to be adopted, including any technical and complex matters. Provide advice to SRO on project management approach and how the project will be delivered
- 1.4. Regularly prepare project documentation on all aspects of the project for submission to project board for consideration. This will include project proposal documentation, business case preparation including the detailed technical specification, stakeholder engagement plans, risk management documentation, prepare project method statements (including project H&S risk assessments) and other appropriate project approval documentation and case papers.

2. Project management

- 2.1. Assist with ensuring the project is managed in line with institutions project management methodology
- 2.2. Coordinate project, service, and business readiness activities
- 2.3. Draw together the project team and matrix manage the achievement of project objectives. This will require managing a cross-functional, multi-disciplinary team from within the university and of external providers and suppliers and ensure that activities are achieved within the parameters of the project plan. This will include proactively using internal and external professional networks to shape the project deliverables and adapting plans/proposals based on feedback
- 2.4. Work with the project team and project office support colleagues, to deliver the project objectives, delegating tasks, supervising team members in a matrix environment, providing training to the project team, coaching, and guiding as needed. On behalf of the SOR, induct all new internal and external project team members into the project as the project develops.
- 2.5. Work with stakeholders ensuring delivery to project specification.

3. Stakeholder Engagement

- 3.1. Support the management of project dependencies; work closely with business areas to identify priorities and jointly ensure that the most appropriate way is found for the priorities to be met
- 3.2. Work with internal and external stakeholders, providing information and ensuring technical information is understood
- 3.3. Deliver training, briefings, and communication to end users as defined by the project plan. Ensure stakeholder training is considered as part of the project plan and undertake all necessary stakeholder training.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Post-graduate qualification in Archive Administration or equivalent experience
2. Evidence of continuing professional development
3. Demonstrable experience of sorting and cataloguing archive collections
4. Experience of using archival collection management databases
5. Experience of promoting archive collections through a variety of engagement activities
6. Experience of successfully managing a project
7. Knowledge of international cataloguing standards and experience of their application
8. Knowledge of the principles and practice of archival preservation
9. Good understanding of ethical and legal considerations relating to archive materials and a proven ability to deal with sensitive or confidential information
10. Excellent written and oral communication skills
11. Proven ability to prioritise tasks and meet deadlines
12. Proven ability to work independently and as part of a team

DESIRABLE CRITERIA

1. An interest in the content and historical context of the Hutchinson archive