

1. Advertisement

Post Title: Senior Archive Assistant

School/department: Library

Hours: Full time (36.5 hours per week). Requests for [flexible working](#) options will be considered (subject to business need)

Contract: Maternity cover – 6 months

Reference: 5346

Salary: starting at £25,941 to £30,046 per annum, pro rata if part time.

Placed on: 15 March 2021

Closing date: 29 March 2021. Applications must be received by midnight of the closing date.

Expected Interview date: TBC 2021

Expected start date: 26 April 2021

The Library is seeking to appoint a full time, fixed term Senior Archive Assistant to cover maternity leave.

The successful applicant will be based in Special Collections at The Keep, play a key role in the management of the University's Special Collections and the provision of an enquiry service. This post will also play a direct role in the team's engagement activities, including delivering talks and presentations and teaching students and other groups.

To succeed in this post, you must enjoy working in a busy and varied environment, yet be well organised and able to handle regular, routine tasks. Flexibility, good communication skills and the ability to deal tactfully with staff and students are essential.

You should have experience of working in a customer orientated environment as part of a team, and with archival or library materials.

For full details of the role and how to apply see www.sussex.ac.uk/jobs

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

Download job description and person specification Ref. 5346

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](#)

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2. The School / Division

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

3. Job Description

Job Description for the post of: Senior Archive Assistant (Maternity Cover)

Department:	Collections
Section/Unit/School:	Library
Location:	Library / The Keep
Grade:	5
Responsible to:	Special Collections Archivist
Responsible for:	Clerical staff working in Special Collections including volunteers

Purpose of the post

To play a key role in the management of University's Special Collections (SC) and the provision of an enquiry service. This post will also play a direct role in delivering talks and presentations and teaching students and other groups.

Key Responsibilities:

1. Implement policy on a day-to-day basis (in liaison with the Special Collections Archivist) to ensure that the collections are stored, managed and accessed in a manner consistent with good practice.
2. Assist with the delivery of a high-quality and innovative service to users, including responding to enquiries, teaching students, presenting to groups and providing tours.
3. Take responsibility for excellent communication and engagement with staff, including those from Keep Partner institutions, in order to provide a consistent and high-quality level of information service to the University and The Keep

Specific Duties:

1. Supervise the clerical staff (including project workers), volunteer helpers and staff allocated from elsewhere in The Keep to the Reading Room rota.
2. Work within The Keep partnership to contribute to the public service. In accordance with any COVID-19 related measures, duties will include: guiding and supervising the use of archives; taking oversight of the University's commitment to The Keep rota; helping to support The Keep's reprographics, research and engagement activities.
3. Accession and catalogue material onto our Archival Management system which will require an awareness of archival descriptive methods including ISAD (G).
4. Sort and arrange SC material in liaison with other staff. This requires an awareness of specialist conservation issues relating to the handling of damaged or fragile materials
5. Produce and correct hand lists, publicity pamphlets, handouts, proof-read and monitor

public information (including the website) about SC to ensure it is up-to-date and accurate.

6. Maintain records and statistical information to support the Collections Manager and The Keep Management Team in business planning
7. Organise staff meetings and assist with production of agendas, minutes, reports and presentations as necessary.
8. Use of university finance systems for ordering and receipting goods
9. Prepare and arrange materials for exhibitions and display cases and support others using Library display facilities.
10. Compile SC information (including input to all databases) for reports: statistics, events, files of media coverage (involving delegation to other staff).
11. Carry out other duties as required in consultation with the Special Collections Archivist.
12. Be responsible for routines relating to The Keep security, opening and closing procedures as required

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

4. Person Specification

Person Specification for the post of: Senior Archive Assistant –Grade 5 – Maternity Cover

ESSENTIAL CRITERIA

1. Ability to work independently and use initiative as appropriate
2. Ability to work as a team member and evidence of motivating others to work
3. Excellent oral and written communication skills
4. Ability to manage multiple tasks, prioritising work in order to meet deadlines
5. Effective organisational skills, attention to detail and the ability to work accurately
6. Effective presentation skills
7. Ability to handle complex enquiries
8. Good ICT skills including ability to use MS Excel
9. Experience of database work including use of queries and reports
10. Experience of staff supervision
11. 3 GCSEs or equivalent or relevant experience
12. Effective interpersonal skills including the ability to deal firmly and tactfully with people
13. Ability to exercise integrity and discretion
14. Experience of working in a library or archive
15. Experience of working in a customer-oriented information environment
16. Experience of using information technology in a library or information context
17. Experience of managing timetables, staff rotas and booking diaries

DESIRABLE CRITERIA

1. Ability to produce and analyse statistics
2. Cash handling, use of till and preparation of invoices.
3. HTML/Web editing skills
4. Experience of cataloguing archives using appropriate standards and conventions
5. Awareness of copyright and data protection legislation as relevant to archival collections
6. Awareness of disaster prevention procedures in relation to archives

7. Evidence of training/staff development in special collections related skills