FURTHER PARTICULARS

CLOSING DATE FRIDAY 25 NOVEMBER 2022, 9AM
About Robinson College

The College is a centre of academic excellence with about about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.

Purpose of the job

The Archivist and Records Manager will provide a high quality archive service to College members and external visitors. The post holder will ensure that College records are adequately preserved and they will support Robinson’s records management programme.

Provisions for an Archive were made from the earliest years, with a new purpose-built Archive building being formally opened earlier this year. Our catalogue has been reworked and substantially added to in recent years by Joan Bullock-Anderson, an alumna and freelance archivist. A part-time College Archivist and Records Manager post was established in December 2021.

Reports to: College Librarian
Responsible for: N/A

SALARY AND CONDITIONS

- Part time, 15 hours per week
- Permanent
- Salary £28,167 - £30,487 (FTE) per annum, depending on experience

COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Cycle to Work scheme
- Training and development opportunities
- Wellbeing support and advice
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
KEY AREAS AND STANDARDS OF PERFORMANCE:

1. TASK LIST AND RESPONSIBILITIES: The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.

1.1 Appraisal, accessioning, cataloguing and preservation of documents, both paper and digital, transferred from Fellows, Alumnae and College departments.
1.2 Maintain a watching brief on the Shah Archive Building, and monitor environmental and security controls, liaising as necessary with the Porters, Housekeeping team and Maintenance Manager.
1.3 Use the Archive Strategic Plan to manage work priorities and the development of the service.
1.4 Source and maintain material for alumni events in conjunction with our Development Office team. Source material for displays and exhibitions, along with content for the website and social media.
1.5 Maintain and develop the Records Retention Schedule in collaboration with the Domestic Bursar. Provide Heads of Department, and other data asset holders, with support for good records management.
1.6 Respond to archival enquiries and make material available to visiting researchers.
1.7 Prepare an annual report for the Robinson Record and Governing Body and give secretarial support to the Archive Committee as required.
1.8 Advise the College Librarian on budget requirements for the annual budget submission.
1.9 Maintain current awareness of archive and records management practices to ensure compliance with copyright and GDPR legislation.
1.10 Any other duties as could reasonably be expected.

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:
2.1 To be ready to commence duties at the appointed time.
2.2 To remain on duty, productively working, until the appointed finishing time.
2.3 To attend work as scheduled.
2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.
2.5 To dress in the required uniform/protective clothing or in accordance with the set Appearance and Dress Code.

3. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS: Willingness and enthusiasm with which work is carried out.
3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.
3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.
3.3 To listen carefully to instructions and to carry them out as directed.
3.4 To check if you have not clearly understood what is required of you.
4. PRODUCT/TECHNICAL KNOWLEDGE: The knowledge and experience required to carry out this job to the expected standard.
4.1 To undertake training as required in order to develop and improve your knowledge and expertise.
4.2 To be able to help and direct others accurately/correctly.
4.3 To develop general knowledge of the College location and layout, other departments’ services and products and this department’s services and products.

5. ATTITUDE & BEHAVIOUR: Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.
5.1 To empathise with the individuals within the team to form positive relationships.
5.2 Positively participate to help create a good team atmosphere.
5.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.
5.4 Honest and trustworthy. Pleasant in nature.
5.5 Keep your line manager advised of matters which may affect the smooth running of the department.
5.6 Demonstrate an understanding of other departments’ requirements and be supportive and helpful to them.

6. HEALTH & SAFETY & OTHER LEGAL ASPECTS: The carrying out of duties so that self and others are not put at risk from general hazards.
6.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.
6.2 Report any hazards that you observe.
6.3 Adhere to the Health & safety policy and procedures at all times.
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATION &amp; TRAINING</td>
<td>Degree or equivalent plus a professionally accredited postgraduate qualification in Archives/Records Management.</td>
<td>Membership of the ARA.</td>
</tr>
<tr>
<td>WORK EXPERIENCE</td>
<td>Previous experience in an Archivist and Records Manager role. High proficiency in IT, particularly with databases. Broad understanding of archival and records management principles and excellent knowledge of cataloguing to international archival standards. Working knowledge of PD5454</td>
<td>Experience of working in a Higher Education environment. Previous experience of using Cantab. Experience of managing volunteers.</td>
</tr>
<tr>
<td>INTELLIGENCE/APITUDE /ATTITUDE</td>
<td>Good planning and organisational skills. Excellent written and verbal communication skills with proven ability to work independently. Adaptable and open to change.</td>
<td></td>
</tr>
<tr>
<td>PERSONALITY/ INTER-PERSONAL SKILLS</td>
<td>High attention to service excellence. Self-motivated and able to work to deadlines. Diplomacy and discretion. Developing and maintaining relationships with a range of people. Networking, especially with other college and University Archivists in Cambridge</td>
<td></td>
</tr>
<tr>
<td>CIRCUMSTANCES</td>
<td>Able to physically handle archive boxes, bending down and reaching up when shelving (including use of step-ladders).</td>
<td></td>
</tr>
</tbody>
</table>