ROBINSON COLLEGE
STANDARD OF PERFORMANCE JOB DESCRIPTION

JOB TITLE        College Archivist and Records Manager
RESPONSIBLE TO   Fellow Archivist and College Librarian
RESPONSIBLE FOR  Volunteers and work placement students

MAIN PURPOSE: to take responsibility for the day to day running of the Archive by administering, preserving and making accessible the College Archive and semi-current records. This includes cataloguing, transferring records for retention, dealing with internal and external enquiries, assisting with outreach and communication as well as overseeing the work of volunteers. Working with the Fellow Archivist and the College Librarian the successful candidate will develop an exciting vision for further growth and evolution of the Archive, leading up to the College’s 50th anniversary in 2027.

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 Catalogue new archive material and maintain the database (Robinson College currently uses Cantab, an Access-based system, but it may be necessary to migrate to another system as Cantab no longer has support within the University).
1.2 Maintain and develop the Records Retention Schedule, conducting the annual transfer of paper and electronic records to the Archive.
1.3 Management of electronic records, especially the born-digital, and a review of cataloguing procedures to merge the cataloguing of electronic and paper records into one system.
1.4 Contribute to alumni events, outreach and communication through the creative and innovative use of Archive materials. (See also 1.10)
1.5 Liaise with donors and depositors, actively encouraging deposits from members of College, including Alumni.
1.6 Research and answer enquiries both internally and externally, and advise and supervise visiting researchers.
1.7 Act as Secretary, producing agenda, papers and minutes, for the Archives and Record Committee.
1.8 Ensure that all archives and records procedures comply with Copyright and GDPR legislation.
1.9 Ensure that good preservation practices are observed and source conservation work for items in poor condition.
1.10 Contribute to the College website and social media channels.
1.11 Assist with projects for the 50th anniversary, for example a written College history and an oral history project.
1.12 Maintain a watching brief on the state of building services within the Shah Building, especially the environmental controls, liaising with Maintenance Manager as necessary.

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 you 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

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<th>CRITERIA</th>
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<td><strong>EDUCATION &amp; TRAINING</strong></td>
<td>Degree or equivalent plus a professionally accredited postgraduate qualification in Archives/Records Management. High proficiency in IT, particularly with databases. Broad understanding of archival principles and excellent knowledge of cataloguing to international archival standards</td>
<td>Membership of the ARA.</td>
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<td><strong>INTELLIGENCE/APTITUDE/ATTITUDE</strong></td>
<td>Good planning and organisational skills. Excellent written and verbal communication skills with proven ability to work independently or as part of a team. Adaptable and open to change.</td>
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<td><strong>PERSONALITY/INTER-PERSONAL SKILLS</strong></td>
<td>High attention to service excellence. Self-motivated. Professionalism. Developing and maintaining relationships with a range of people. Networking, especially with other college and University Archivists in Cambridge.</td>
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<td><strong>CIRCUMSTANCES</strong></td>
<td>Able to physically handle archive boxes, bending down and reaching up when shelving (including use of step-ladders).</td>
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