Job pack

Message from the President and Principal

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes

- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices
- On-site day nursery

![Queen Mary University of London logo]

Job description

Job details	
Job title	Archives Officer
Department	Library Services, Student and Academic Services Directorate
Reports to	Lead Archivist
Grade and salary	Professional Grade 3, £27,742 - £34,220 per annum
Hours per week	**Full Time**
Appointment period	Indefinite
Current location	Primarily Mile End, but some working at Whitechapel and West Smithfield Libraries
Work activity type	Admin/Operational/Technical and Support

Job context

Library Services is a major part of the Student and Academic Services Directorate and provides an essential service for both researchers and students.

Archives and Special Collections sits within the Research Support division of Library Services, acquiring and curating collections to support research and researchers within and outside of Queen Mary, ensuring the long term access and conservation of records, manuscripts, rare books and other special collections.

The Archives Officer acts as a point of enquiry for researchers undertaking research into the collections, supporting access to the collections in person or remotely. They work with the Lead Archivist to ensure collections are discoverable and accessible through listing and cataloguing projects, and some conservation and digitisation.

Job purpose

The post holder will:
- Work across Archives and Special Collections supervising users, answering enquiries, carrying out reprographics requests, and monitoring the archival and special collections storage environments
- Carry out project work, including sorting, arranging and cataloguing of archival collections, basic preservation work, and digitisation of archive material under the supervision of the Archivist, and in accordance with archival and internal standards
- Contribute to outreach initiatives including talks, exhibitions, workshops, and online publicity.

Main duties and responsibilities

- Supervises visitors to the Archives Reading Room, ensuring compliance with regulations for access and advising on reprographics services
- Advises users on how to gain access to records via the Archives Catalogue, lists, and other information resources
- Retrieves materials from the strong rooms and closed access stores for users

- Assists with acquisition and inventory of deposited collections into Archives and Special Collections
- Shelves archives and special collections, and records the environmental conditions of the strong rooms and closed access stores
- Digitises archive material ensuring safe handling of the collections and assessing their suitability for digitisation. Assists with making digitised material available to users.
- Helps to preserve the collections by boxing, and otherwise packaging, items and labelling records according to archival standards for safe storage
- Catalogues collections to ISAD(G) using CALM, with supervision from the Archivist
- Uses knowledge of the Archives and Special Collections to answer postal, telephone and email enquiries, in accordance with service level agreements
- Carries out research where necessary, and records work in the CALM Archives Management System in accordance with internal standards
- Works with the Rare Books Assistant to manage the special and rare books collections
- Assists with talks, workshops, information fairs and other outreach events, and produces content for display online such as news articles, online exhibitions and social media

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

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Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively.
Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.
Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
Good honours degree or equivalent	☒	☐
Currently studying a recognised post-graduate qualification in Archives and Records Management, or has recently obtained one or significant experience of working within an archive service, relevant to the job profile for this role.	☒	☐
Experience/Knowledge		
Experience of working in a service environment	☐	☒
Experience of (paid or voluntary) work in an archives repository	☒	☐
Experience of arranging and cataloguing of archival collections	☐	☒
Experience working in Higher Education or a similar broad public service	☐	☒
Experience of digitising archive material	☐	☒
Awareness of archival principles and standards for cataloguing (ISAD(G)), and collection care (PD5454)	☒	☐
Awareness of legislation governing access and reproduction of archives, such as Freedom of Information and Copyright	☒	☐
Skills/Abilities		
Ability to work independently with minimal supervision	☐	☒
Ability to understand and follow detailed instructions	☒	☐
Ability to relate to staff, students and colleagues in a pleasant and confident manner	☒	☐
Ability to retrieve detailed information from sources accurately and ensure records are filed and shelved correctly	☒	☐
Ability to prioritise workload and manage time effectively	☒	☐
Good written and oral communication skills	☒	☐
Good organisational skills	☒	☐
Ability to work in a team and independently	☒	☐
Other		
Interest in rare books and other special collections	☐	☒
Commitment to participate in personal development	☐	☒
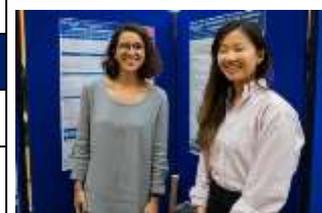
*The ability to meet UK 'right to work' requirements.	⊠	☐

* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment. Candidates shortlisted for interview will be ask to bring their passport or another acceptable form of evidence to verify their right to work.

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: https://www.gov.uk/global-talent

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate

Equal Opportunities

Queen Mary University of London is a Russell Group University with a difference. Our vision is to be recognised across the world as the most inclusive research-intensive University. We will strive to achieve that goal.

To all the communities at Queen Mary, inclusivity is key to who we are and to achieving all our ambitions.

We are a multi-faculty institution teaching undergraduates and postgraduates across all the major disciplines. We offer more than 280 undergraduate courses. We have world- leading research across disciplines and were ranked 5th in the UK in the last Research Excellence Framework (REF) for the quality of our research outputs, and continually challenge ourselves to ensure we have an environment where everyone feels included and can flourish.

We are very proud of our teaching and learning and were awarded a 'silver' in the Teaching Excellence Framework (TEF) (2016-17). We are also deeply embedded in the local community and were the first UK University to be awarded an Engage Watermark Gold award for public engagement by the National Coordinating Centre for Public Engagement.

Unlike many other Russell Group universities, we attract a very diverse student population. Of our 25,000+ students, over 30 per cent are from non-EU overseas countries, and 9 per cent are from the EU. Our international students are drawn from over 160 countries. 90 per cent of our home students are from state schools, 59 per cent are Black Asian Minority Ethnic (BAME), 42 per cent are the first in their families to go into higher education and over 30 per cent are from households where the household income, as assessed by Student Finance England, is less than £15,000.

We attract a lot of local students, owing to our strong relationships with schools in the surrounding boroughs, coupled with a strong reputation for inclusivity. 37 per cent of our students commute to our campuses daily. Our staff body is also diverse and is drawn from over 162 countries.

Inclusivity is one of our fundamental core values at Queen Mary: it is intrinsic to who we are. Our diversity of cultures and backgrounds is key to the vibrancy of our community and to the knowledge and ideas we are able to generate and pass on; without that diversity, we would not be who we are. We are extremely proud that we attract such a diverse staff and student body, and are fully committed to providing an environment where everyone is supported to flourish and fulfil their potential, irrespective of their background.

To be truly inclusive requires sustained, proactive, hard work, and we know there are areas where we have work to do. Our core objectives are focused on reducing the BAME attainment gap and increasing the proportion of female and BAME staff at the higher grades, both for academics and for Professional Services. We are looking to see how we can 'hard-wire' inclusivity throughout all our policies and practices: we do not see this work as belonging to one team or unit, but rather as being embedded in all that we do.

Being inclusive makes us better at everything we do, it improves our daily lives and the delivery and impact of our work.

EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI) and champions a number of EDI initiatives across the University. Queen Mary holds a Silver Institutional Athena SWAN award for advancing gender equality, and is also a Stonewall Diversity Champion and commits to advancing LGBTQ+ inclusion by submitting to the Stonewall Workplace Equality Index. We also offer a number of development programmes including Springboard, Aurora and B-MEntor. We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the toolsneeded to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

![Queen Mary University of London logo]

Flexible working:

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies:

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

Details about the Department can be found at:

www.qmul.ac.uk/library/

Informal enquiries should be made to:

Name: Katie Ormerod

Tel:

Email: k.ormerod@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place