

School/Service	Library and Learning Services
Section	Academic Engagement and Resources
Post Designation	Archive and Special Collections Officer
Grade	3
Post to which directly responsible	Resources and Discovery Manager
Posts for which directly responsible	None
Purpose of Job	
To be responsible for providing administrative and user support for archival and special collections managed by Library and Learning Services.	
Responsibilities	
<ol style="list-style-type: none"> 1. To facilitate access to and support users of LBU archive resources, supervising and assisting users in the archive and responding promptly to enquiries in person and online. 2. To develop and maintain information and guidance about the use and content of collections, including on the website. 3. To supervise staff working with the archive, including students working on projects associated with it. 4. To assist with the organisation and development of archives and special collections to meet the current and future needs of the LBU community and regional/ national research interests. 5. To contribute to developing procedures and policies relating to the management and maintenance of archival and special collections to comply with appropriate professional standards. 6. To process and prepare catalogue records / descriptions of materials in the collection, both new and existing resources, conforming to national sector standards. 7. To support the physical storage and conservation of the collections, managing usage of space and appropriate equipment and consumables. 8. To assist in carrying out research into archive materials to support their interpretation, exhibition and presentation, including in support of University requests and special events. 9. To support projects to provide access to content through digitisation and to digitise items in line with appropriate standards, scanning, editing and storing items as appropriate. 10. To assist in liaising with donors / potential donors to the collections and with other holders of LBU archive material within the University. 11. To be responsible for the promotion of good customer care practice. 12. To participate in staff development activities and to develop new skills and competencies to meet the rapidly changing needs of LLS. 13. To collect and collate usage and management information, participate in service monitoring and improvement and assist in seeking feedback from users of the service. 14. To assist in the mentoring of new staff and placement students. 	

15. To represent Library and Learning Services in a positive and professional way, participating in Library and University activities such as clearing, open days, welcome, graduation and other relevant events.
16. To undertake any other duties commensurate with the grade of the post as required by the line manager or other senior staff.

Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All postholders are expected to have due regard for those policies when carrying out their duties.

Safety, Health and Wellbeing

You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.

Physical Conditions

The post is primarily based at Headingley Campus, due to the location of the archive, however, staff may be required to work across both campuses as required by LLS.

Relationships

You will work closely with managers and staff in the services and the University to support the operations of LLS.

Terms & Conditions

Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors), and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.

Salary is currently within Grade 3. (£) On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Support Staff

Annual leave entitlement begins at 26 days (pro rata)

Hours of work per week = 18.5.

Probationary Period

Appointment to this position may be subject to a probationary period of up to 6 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.

Pre-employment Health Assessment

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are

asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

Closing Date

xxx (midnight)

Please complete an online application. If you are unable to complete an online application, please contact xxxxxxxxx on either 0113 812xxxx or xxxxxxx@leedsbeckett.ac.uk who will be able to provide you with a hard copy application form.

Post Title	Archive and Special Collections Officer	Grade 3
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/ Interview/Test/ Other)
1. Degree or equivalent experience in a relevant field of work	✓	Application
2. Knowledge of best practice in relation to archives and special collections, for example relating to their management, conservation and digitisation	✓	Application
3. Experience of using a range of IT systems, software and equipment accurately and confidently	✓	Application/Interview
4. Ability to move and organise library / archive materials including: <ul style="list-style-type: none"> organising resources in detailed numerical, alphabetical, classification order physical ability to move materials, trolleys and deliveries 	✓	Application/Interview
Performance Attributes Please note that all the following criteria are essential .		Method of Assessment (Application/ Interview/Test/ Other)
PLANNING & ORGANISATION 5. Ability to organise self or others, taking a flexible approach to changing priorities or unexpected situations.		Application/Interview
SERVICE DELIVERY 6. Ability to collect and use information and feedback to make informed decisions, recommendations and choices to improve services within a customer-facing environment.		Application/Interview
TEAMWORK 7. Ability to supervise a team or area of work and to build strong working relationships within and across teams, sharing information and expertise.		Application/Interview
COMMUNICATION		Application/Interview

8. Evidence of excellent interpersonal skills to act as a positive representative for the team, service and the University	
CREATIVITY & INNOVATION 9. Ability to use a range of problem-solving techniques, and to think creatively when presented with complex situations	Application/Interview
LEARNING & DEVELOPMENT 10. Evidence of commitment to training and continuing professional development, willingness to train others, and ensuring up to date knowledge of developments in the University and the higher education library/archive sector	Application/Interview
<p>Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University's performance attributes. Please click here for further details.</p>	