

Archivist

Job Description

The Role

Job title:	Archivist
Department:	Library and Archive Service, Directorate of Innovation and Learning
Responsible to:	Library and Archive Manager
Location:	Royal Agricultural University, Cirencester
Salary:	Grade 7: £16,491.25 to £19,673.55 per annum DOE (full-time equivalent of £32,982.50 to £39,347.10)
Term:	Part-time 0.5FTE, permanent
Relationships with:	Royal Agricultural University (RAU) Academic and Professional Services Staff (including: Library and Archive Manager; Learning Resource Advisors, Library Service Advisors, Head of IT; External Relations; Finance); RAU Students; RAU Alumni; University Auditors; Suppliers and Consortia; Regulatory and HE Sector Professional Bodies

About the Directorate

The Directorate of Innovation and Learning at the Royal Agricultural University (RAU) is a key delivery agent of the [RAU Strategy 2023-2028](#), and the three strategic goals of **Quality, Reach** and **Sustainability**. The University's vision is '*to be the UK's global university for sustainable farming and land management, enabling communities locally, nationally and across the world to thrive in harmony with nature*'. To deliver this, the Directorate of Innovation and Learning leads and brings together activities across International, Teaching and Learning, Research and Knowledge Exchange, Learning Technology, Laboratories, and Library and Archives as part of the University's Professional Services.

The Directorate of Innovation and Learning takes a leading role in managing our external and stakeholder relationships and partnerships and strives to be the professional face of the RAU. The Team works closely with Academic staff and specifically with our entrepreneurship and business support functions in the Business, Innovation and Growth Team (Farm491 and the Cirencester Growth Hub) as well as the Enterprise and Employability Team. Directorate of Innovation and Learning activities are fundamentally cross-cutting to the RAU, engaging with all Departments in the University as well as engaging in cross-RAU committees and groups and

contributing to cross-University Projects (e.g. Innovation Village, RAU@Swindon and the Land Laboratories Project).

The Directorate of Innovation and Learning brings together expertise in support of the University's academic endeavour by the enabling of academic staff and researchers and the enrichment of the curriculum, at our UK campus and across our international partners. The Library and Archive Manager will lead the archives service, ensuring strategic alignment with University and Directorate priorities and external regulatory requirements.

Role Purpose

The Library and Archive Service works with Academic and Professional Services colleagues and in partnership with Students to enhance learning in line with the RAU Strategy and a culture of continuous improvement in student experience. The Archivist has responsibility for the management of the University Archive and Special Collections (including the Historical Book Collection, artworks and heritage collections) and will make a significant contribution to developing the Library and Archive Service, contributing to departmental planning and delivery.

The RAU Archive and Special Collections is a distinct and important part of the Royal Agricultural University's institutional memory, which enhances the University's reputation and raises its profile. The preservation of this resource and the provision of appropriate access is central to our internal and external identity. A key aspect of this role will be to raise the visibility and profile of the Archives and special collections by showcasing them to highlight their value and engaging with stakeholders to promote the service.

The Archivist will provide an excellent level of customer service in line with University Values in interactions with all stakeholders. This will include a willingness to work outside standard hours to support University events, in addition to providing support and cover for department colleagues as necessary.

Key Responsibilities

1. Work with the Library and Archives Manager to ensure that Library and Archives services and operations are **delivering the RAU's Strategy**, including:
 - Keeping abreast of sector developments and associated best practice, liaising with local and national bodies to ensure that the RAU's provision in the role's areas of responsibility is fit for purpose and meets current and future institutional requirements;
 - Building and maintaining excellent working relationships with external stakeholders and suppliers, liaising on content matters and access issues e.g. to minimise any interruptions to access; and
 - Contributing to the development and maintenance of appropriate University, Directorate and Library and Archive Service policies, processes and procedures, e.g. the Collection Development and Retention policy; a formal archive/special collection deposit agreement

template and others as appropriate, ensuring compliance with legal and regulatory requirements (e.g. GDPR and copyright).

2. Manage the **University Archive and Special Collections** to preserve, promote and facilitate their use and develop and improve discovery mechanisms to ensure appropriate access by:
 - Identifying, evaluating and negotiating the acquisition of content which meets the Collection Policy criteria;
 - Cataloguing accessions to the Archive and Special Collections and managing metadata and records, accessioning new additions to the appropriate standards;
 - Improving visibility, accessibility and preservation by developing a programme of digitisation of the collections, identifying appropriate materials to be digitised and identifying ways of making those images discoverable;
 - Advising on the organisation, security, preservation and storage of potentially fragile archival materials, sourcing appropriate storage arrangements and external expertise where necessary; and
 - Supporting the annual audit of the Historical Book Collection.
3. Establish effective **internal and external communication** channels to promote the Library, Archive and Research Support services including:
 - Working with External Relations to raise the profile of the collections, and maximise outreach externally e.g. via local exhibitions, the National Archives Hub and other appropriate online fora;
 - Developing internal communication and coordination channels to become a focal point for the Archive Service;
 - Developing a customer focus, responding promptly to external and internal personal, telephone, email and written enquiries regarding the Archives;
 - Working with Academic staff to promote the use of archival materials in teaching and research; and
 - Maintaining statistics and providing reports and updates on the use of Archive and Special Collections to management and stakeholders as required.
4. Maintain an active programme of personal Continuous Professional Development (CPD) in areas related to this role.
5. Work in alignment with the Innovation and Learning Directorate Operating Model, including through the development and delivery of annual personal objectives and appropriate personal development with appropriate KPIs and goals, regularly reviewing and reporting through the appraisal year as well as individually and collectively contributing to University Values.
6. Undertake other duties appropriate to this post as required by the Library and Archives Manager and Director of Innovation and Learning.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to

appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications		
Educated to degree level or equivalent qualification in Archive Management or Library / Information Science or experience in a related field	E	A, B
Postgraduate qualification in Archive Management or Library / Information Science or equivalent	D	A, B
Knowledge, Experience and Skills		
Experience of being in an archive role with demonstrable success	E	A, B
Experience of working in the Higher Education sector	D	A, B, C
Excellent knowledge of cataloguing and metadata schema	E	A, B
Working knowledge of copyright, GDPR, and intellectual property rights	E	A, B, C
Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Commitment to maximising discovery and access to archives material	E	A, B
Experience of critically appraising and acquiring/rejecting material for collections	E	A, B, C
Ability to communicate effectively with stakeholders to achieve desired outcomes	E	A, B, C
Experience of handling archives enquiries	E	A, B
Knowledge of preservation, conservation and handling of archival material	D	A, B

Highly customer and student focussed, committed to providing a high-quality service	E	A, B, C
Ability to work within a changing business and technical environment	E	A, B, C
Self-motivated and proactive with a positive attitude, particularly when identifying service improvements	E	A, B
Ability to learn / adapt to new technologies	E	A, B
Excellent organisational skills	E	A, B
Sound budget management skills	D	A, B
Ability to adapt communication style to suit the audience and to work with staff at all levels	E	A, B
Flexibility and adaptability and an ability to cope with a busy workload	E	A, B
Ability to deal with confidential and sensitive information with tact and discretion	E	A, B

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Susan Baker, Library and Archives Manager:
Susan.Baker@rau.ac.uk
- Closing date:** Sunday 29 June 2025 with **Interviews on:** w/c 07 July 2025
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.