

University Archivist



Reference: 1548-25

Grade: 7

Salary: £31,236- £36,636 per annum, depending on experience

Contract Type: Permanent

Basis: Full time

Job description

Job Purpose:

The Archivist (Grade 7) is responsible for supporting the maintenance of institutional memory and legacy. This includes acquiring, appraising, cataloguing, preserving, and providing access to a wide range of physical and digital records. The postholder ensures that archival collections are managed to professional standards, supports internal and external researchers, and contributes to the development of policies and systems that enhance the long-term stewardship and discoverability of archival resources. The postholder also contributes to research, teaching, marketing, and public engagement activities and any other relevant duties as required.

Main duties and responsibilities

Collection Management

- ▶ To understand archive management standards, conveying key principles to others, and supporting their implementation.
- ▶ To acquire, appraise, describe, catalogue, and make accessible materials held by the AUA in accordance with recognised archival standards (e.g. ISAD(G)).
- ▶ Ensure the secure and environmentally appropriate storage of physical and digital materials by applying professional knowledge, communicating requirements to relevant academic and non-academic staff, and engaging with them to ensure understanding and implementation.
- ▶ Maintain confidentiality requirements by conforming to relevant laws.
- ▶ Participate in and support digitisation projects, including preparation, metadata creation, photography, image processing, quality checks, and development of archival management systems.

Access and User Services

- ▶ Provide research support and reference services for internal staff, external researchers, alumni, external partners, and the public.
- ▶ Facilitate access to collections through finding aids, catalogues, and digital platforms, also by collaborating with students and colleagues who might contribute intermediary steps.
- ▶ Lead tours and visits, and actively engage with external stakeholders to achieve mutually agreed goals.
- ▶ Assist with showcase and exhibition preparation, outreach events, and educational activities in collaboration with others.

Preservation and Compliance

- ▶ Understand and keep up to date with conservation standards, applying working knowledge while monitoring the condition of collections and carrying out preservation activities.
- ▶ Identify preservation needs and escalate conservation requirements by applying for grants as appropriate.
- ▶ Ensure compliance with and update knowledge of relevant legislation and policies, including data protection, copyright, and records management standards.

Policy and Process Development

- ▶ Collaborate in developing and reviewing archival policies, procedures, and workflows.
- ▶ Participate in projects that improve efficiency, access, and long-term sustainability of archival services.
- ▶ Maintain awareness of professional best practice and emerging trends in archival science by engaging in active relationships with professional bodies and networks.

Collaboration and Communication

- ▶ Work collaboratively with colleagues across departments, as well as with external partners, alumni, donors, and stakeholders.
- ▶ Understand, convey, and provide training or guidance to students and staff.
- ▶ Train and manage volunteers on archives-related tasks.
- ▶ Support and collaborate with the Aston University Archives Centre (AUAC) and its activities.
- ▶ Support branding, legacy-building, and engagement activities (showcase/exhibitions, support for anniversaries etc.).
- ▶ Represent the archives service in internal meetings and external professional networks as required.
- ▶ Master relevant subject knowledge and convey it clearly, providing careful explanations to support others.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety, and wellbeing of staff and students
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	PG Degree in Archives and Records Management.	Application form
Experience	<p>Implementing archival principles, standards, and best practices.</p> <p>Cataloguing archival collections.</p> <p>Coordinating students and volunteers.</p> <p>Demonstrated organisational and time-management skills.</p>	Application form and interview
Aptitude and skills	<p>Demonstrated ability to produce accurate and consistent work.</p> <p>Demonstrated ability to conduct accurate and thorough research.</p> <p>Effective written and verbal communication abilities.</p> <p>Ability to implement policies in line with relevant legislation.</p> <p>Ability to maintain confidentiality.</p> <p>Ability to work independently and collaboratively within a team and with internal and external stakeholders.</p> <p>Ability to build and maintain effective working relationships with internal and external stakeholders.</p>	Application form and interview

	Desirable	Method of assessment
Education and qualifications	Membership in professionally recognised bodies.	Application form

	Desirable	Method of assessment
Experience	<p>Drafting of archival policies.</p> <p>Preservation and stewardship of archival collections.</p> <p>Participation in digital preservation projects.</p> <p>Supporting activities to research and preserve institutional memory and legacy.</p> <p>Leading visits and tours.</p> <p>Setting up exhibitions.</p>	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Dr Ilaria Scaglia

Job Title: Head of the Aston University Archives

Email: i.scaglia@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2 aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2 aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2 aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they are applying for is listed as an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its

Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment.
Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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