

JOB DESCRIPTION

Job Title: Special Collections and Archives Librarian	Band 6: £30,805 to £37,174 per annum <i>Opportunity to progress to £40,497 subject to performance and the university reward scheme</i>
Department: Library Services	
Reporting directly to: Head of Open Scholarship and Content Management	
Supervisory responsibility for: National Basketball Heritage Collection Archive Assistant and other staff as appropriate	
Other Contacts Internal: other library teams, academic schools, research office and other professional services. External: Worcestershire County staff, including County Archives, Worcestershire Archaeological Society, National Basketball Heritage Collection.	
Main Duties*: 1. Lead the development, care and management of the University archive and special collections within the scope of the library and university's strategic direction. 2. Manage stakeholder engagement with the creation of strong working relationships with key stakeholders to ensure engagement with and promotion of the special collections and archives, including acting as the key point of contact for the National Basketball Heritage Collection Committee and Worcestershire Archaeological Society. 3. Lead the development of special collections and archives policies, including, but not limited to collection development, collection care and deposit agreements. 4. Pro-actively identify opportunities for supporting the development and management of the collections within the scope of the library and university's strategic direction, identifying collaborative partnerships and applying for external funding as appropriate, working alongside the Head of Open Scholarship and Content Management. 5. Oversee, deliver and evaluate the special collections and archives enquiry service. Leading the continuous improvement of the service by proposing areas for development to the library services management team. 6. Working in collaboration with appropriate colleagues, to proactively develop, deliver and evaluate outreach and promotion activities to enable the innovative use of the collections and university archives to support library services strategic objectives in relation to learning and teaching, research and community engagement. Including, but not limited to, exhibitions, engagement events, use of social media and maintaining the special collections and archives web presence. 7. Appraise, document and catalogue archival items within the collections to relevant cataloguing standards and work with the library services Acquisitions team to support the cataloguing of other items within the collections to AACR2 and MARC21 to ensure discoverability of the collections to users and stakeholders.	

8. Ensure collections are kept and displayed in appropriate physical conditions and collection care standards are met to ensure the future accessibility of the collections and archives, advising the Head of Open Scholarship and Content Management when appropriate of concerns relating to the physical condition of any of the collections.
9. Support relevant university employability opportunities including work experience, internships and volunteer opportunities within special collections and archives, including training and supervision.
10. Line manage and support the development of the Basketball Archival Assistant and additional staff as appropriate.
11. Contribute to department-wide or University projects where appropriate and be an active member of Library Services Management team.
12. Maintain personal and development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
13. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
14. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.