Archives Graduate Internship
Information Services, Borthwick Institute for Archives,
Library and Archives

Closing date: 30 April 2018
Interview date: 4, 5 or 6 June 2018
Vacancy reference: 6546
INTRODUCTION

This graduate internship is a fixed-term post to provide experience of working in archives sufficient to equip the post-holder with the knowledge and experience to gain a place on a Masters programme in Archives. The internship is designed to meet the FARMER criteria for archive traineeships, and will develop the intern’s skills and knowledge through functional responsibility, team working and customer service. The intern will have a mentor, a budget for personal development to spend in collaboration with the mentor, and access to the staff development and training provided by the Directorate and the University. The post sits in the Searchroom team, and will work closely with the Preservation and Conservation team and the Archivist team to gain a holistic grounding in archive work.
Main purpose of the role

The intern will learn about:

- the importance and purpose of records and archives management for society and individuals;
- the current profile of record keeping within the public, higher education, commercial and specialist sectors;
- the relationship of the Borthwick with our researchers and other stakeholders;
- the key archives, records management and conservation organisations and associations;
- the role of legislative and standards environments;
- the types of employment in archives;
- current professional issues and drivers;
- how the Borthwick fulfils its mission on a daily and annual basis;
- the role of team meetings;
- the links between theory, practice and work experience

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Customer Service

The intern will have primary responsibility for identifying, locating, retrieving, digitising and dispatching document copies to researchers, ensuring coordination between the Searchroom, Preservation and Conservation and Digitisation teams. The intern will:

- digitise documents, move orders through electronic folders, and dispatch digital copies to customers to preservation and service standards
- undertake the daily set up and operation of copying devices
- provide a high-quality consistent service for on-site and off-site researchers

The intern will work as part of the Searchroom Team in the daily staffing of the searchroom as required, including

- the accurate retrieval and replacement of documents
- working directly with researchers, on-site and off-site

The intern will have primary responsibility, working and coordinating with the Archivists team, for setting up teaching and meeting rooms and materials.

The intern will maintain the efficiency and standards of customer service through:

- receiving and distributing deliveries and packing outgoing parcels
- arranging with the Content Team to catalogue books newly acquired for the Borthwick Staff Library

Strongroom discipline and hygiene

The intern will have primary responsibility for maintaining the strongrooms as a specialist space for archives through:

- maintaining the order of the archive boxes on the shelves by regular checking and re-shelving
- maintaining the order of documents within archive boxes by regular checking and re-ordering
- setting up shelves and re-shelving boxes to make space for new archives
- monitoring the order and position of archives and working with the Searchroom Team to devise and implement re-shelving to maintain retrieval times within our service standard
- working with the Preservation and Conservation team to ensure that documents are shelved and packaged appropriately according to their preservation needs
supervising contractors and other visitors in the
strongrooms to maintain security and safety

Archive preservation
The intern will work with the Preservation and Conservation
team to:
• practice and improve appropriate conservation
  handling techniques
• box, package and label archives to appropriate
  preservation standards
• carry out regular stock takes on archive packaging box
  supplies and recommend purchasing needs to the
  Preservation and Conservation team
• maintain the preservation function of the building by
  observing and reporting problems and implementing
  remedies where appropriate

Developing the Archive holdings
The intern will work with the Archivist team to:
• transport archives to and from the Borthwick
• implement record retention schedules and appraisal
  and disposal decisions
• create and improve archive descriptions
The intern will work with the whole Borthwick team to
publicise the archives and the work of the Borthwick, in
particular through social media.

Other
Some lifting and moving of archives and equipment will be
necessary. Appropriate health and safety training and, where
applicable, equipment will be provided.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Graduate meeting the criteria required to apply for a Masters degree in Archives</td>
<td>Essential</td>
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<th>Knowledge</th>
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<td>Awareness of the role of Archives services</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
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<td>Ability to maintain high quality customer service in a pressured and busy working environment</td>
<td>Essential</td>
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<td>Reflect critically on their own learning and experience</td>
<td>Essential</td>
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<td>Structure an argument based on appropriate evidence</td>
<td>Essential</td>
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<td>Work effectively with colleagues, researchers and other stakeholders</td>
<td>Essential</td>
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<td>Communicate in a clear, systematic and concise way orally and in writing</td>
<td>Essential</td>
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<td>Ability to lift and carry parcels on a regular basis</td>
<td>Essential</td>
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<td>Understand and process logical strings of numbers and letters</td>
<td>Essential</td>
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<td>Work independently and as a team member</td>
<td>Essential</td>
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<td>Excellent IT skills and the potential to learn new systems and operate new and/or unfamiliar hardware</td>
<td>Essential</td>
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<td>Ability to work with accuracy and attention to detail</td>
<td>Essential</td>
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<td>Manual dexterity and competence</td>
<td>Essential</td>
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<td>A proactive approach and the ability to use initiative and problem solving skills</td>
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<td>The ability to recognise patterns to enable the interpretation of unfamiliar handwriting styles</td>
<td>Essential</td>
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<th>Personal attributes</th>
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<td>An eagerness to further develop a career in library or archives</td>
<td>Essential</td>
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<td>Enthusiastic and resilient with an eagerness to learn</td>
<td>Essential</td>
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THE DEPARTMENT

The Information Services Directorate is organised into three main areas, IT Services, Library Services and The Borthwick Institute for Archives all are designed to support the teaching, learning and research aims of the University and help to deliver the Information Strategy. As a Directorate we strive to provide the best student and staff experience via a strong customer focus and a commitment to continuous improvement. We value collaboration with colleagues both within the department and across the University. We are proud to hold, and have maintained, the Customer Service Excellence accreditation which we first attained in 2014. All staff share responsibility for and contribute to the success of the overall service. We want you to contribute to service improvement, working in an environment of mutual respect and openness. We strongly encourage all staff to engage in a process of continual review - both of their own work and that of colleagues; making suggestions for change to ensure that we continue to develop and enhance our services to meet the requirements of all our users.

This will also involve the setting of service standards and monitoring these to ensure our success. In developing and delivering services you will be directly contributing to both the Information Strategy and the University Strategy and as a collegiate organisation we welcome your contribution.

The Borthwick Institute for Archives

The Borthwick is one of the biggest archive repositories outside London. Founded in 1953, we have collected archives from all around the world, from the 12th century to the present day. Our users include academic researchers and a large number of public visitors, and our staff contribute to academic teaching in many departments across the University. Our holdings include the archive of the archbishops of York from 1225, hospital archives, political archives, business archives, family archives, archives of living writers for stage and screen, and a growing number of third sector organisations, such as Alcoholics Anonymous and the Yorkshire Wildlife Trust. Our media range from parchment, through rag-made paper to reel-to-reel tapes and digital files. We also provide records management, Freedom of Information and Data Protection services for the University.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York
Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6546
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 30 April 2018.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to gary.brannan@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835