Project Archivist - Alcoholics Anonymous Archive Cataloguing Project

Library and Archives

Closing date: 20th August 2018
Interview date: 12th September 2018
Vacancy reference: 6922
INTRODUCTION

This project archivist role is a 36 month fixed-term post to catalogue the Alcoholics Anonymous Archive. Access to the Alcoholics Anonymous Archive is limited by the lack of an ISAD(G)-compliant catalogue. The archive is currently an untapped resource; arranging and describing the material in accordance with international archival cataloguing standards and making a catalogue publicly available will give this internationally significant archive the prominence it deserves and open up the material to researchers for the first time. The post is suitable for an experienced archivist who wishes to further develop their arrangement and description skills using the distinctive AtoM platform, and to link the archive explicitly with the semi-current and current records of a continuing organisation.

The post-holder will be based in the Information Services Directorate (Borthwick Institute for Archives), at the University of York. The post-holder will work closely with a team of other archivists and will liaise with and report to a Project Board comprising of Borthwick Archivists and Alcoholics Anonymous officers.
Main purpose of the role
To catalogue and promote the Alcoholics Anonymous Archive, thereby making it accessible to researchers.

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

The Project Archivist will:

- accession additions to the archive to the appropriate standard, using AtoM.
- appraise, sort, arrange and describe the archive in accordance with ISAD(G)
- create authority records to ISAAR(CPF) standards and NCA rules
- create subject, place and name index terms to NCA rules
- identify sensitive data and set appropriate access restrictions
- identify conservation needs and outsize packaging requirements
- work with preservation and conservation colleagues to package the archive
- create and publish an online catalogue using AtoM
- liaise with Alcoholics Anonymous on the management of current records and retention and transfer schedules
- identify and target potential user groups
- scope and deliver a communications plan in conjunction with Alcoholics Anonymous
- implement feedback and user testing mechanisms to ensure the catalogue meets users’ needs
- write and present project reports and represent the project at meetings and events in the University and outside it
- create and deliver promotional literature to promote the project’s progress and outcomes in liaison with the project board
- keep project documentation up to date and provide a comprehensive handover on completion
- arrange, plan and deliver training and workshops for Borthwick staff, Alcoholics Anonymous, academics and researchers
- recruit and supervise volunteers to assist with packaging the archive, as appropriate to the project
- provide specialist advice to researchers
- contribute to academic and professional literature
- work with staff in Information Services to establish and develop shared understanding and common goals for the project
- represent the Borthwick and Information Services within and beyond the University, as appropriate
- build successful and productive relationships and networks with internal and external stakeholders
- contribute to wider Information Services strategies and plans, as appropriate to the project
- maintain a personal and professional development plan
- monitor and maintain awareness of national agendas and developments in the archives and HE sectors

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

The above list of duties is not exhaustive and is subject to change

The post holder may be required to undertake others duties within the scope and grading of the post as required by the Director of Information Services or Assistant Directors.
## Qualifications

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<thead>
<tr>
<th>Essential / Desirable</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Essential</td>
<td>Educated to degree level</td>
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<tr>
<td>Essential</td>
<td>Recognised postgraduate qualification in archives</td>
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<td>Desirable</td>
<td>Graduate in History, Sociology or allied subject</td>
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## Knowledge

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<th>Essential / Desirable</th>
<th>Knowledge</th>
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<tr>
<td>Essential</td>
<td>Knowledge of international cataloguing standards</td>
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<td>Essential</td>
<td>Knowledge of UK data protection requirements</td>
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<td>Essential</td>
<td>Understanding of team dynamics and how this contributes to effective service delivery</td>
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<td>Essential</td>
<td>Understanding the needs of those working and studying in a higher education environment</td>
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<td>Desirable</td>
<td>Knowledge of digital archives and digital preservation</td>
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<td>Desirable</td>
<td>Knowledge of archives relating to health and social welfare</td>
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<td>Desirable</td>
<td>Knowledge of archives created by a charitable body</td>
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## Skills, abilities and competencies

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<tr>
<th>Essential / Desirable</th>
<th>Skills, abilities and competencies</th>
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<tr>
<td>Essential</td>
<td>Excellent attention to detail and accuracy and the ability to concentrate for long periods of time</td>
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<td>Essential</td>
<td>Excellent communication and presentation skills, both written and oral, and the ability to tailor communications to different audiences</td>
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<td>Essential</td>
<td>Ability to work under pressure and on own initiative</td>
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<td>Essential</td>
<td>A proactive approach and the ability to use initiative in problem solving and developing opportunities</td>
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<td>Essential</td>
<td>Organised and disciplined approach to work in order to meet project deadlines</td>
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<td>Essential</td>
<td>Ability to assimilate, understand and apply complex information</td>
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<td>Essential</td>
<td>Ability to collaborate effectively and develop positive working relationships with a range of stakeholders</td>
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# PERSON SPECIFICATION

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<th>Experience</th>
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<tr>
<td>Experience of creating high quality archive catalogues</td>
<td>Essential</td>
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<td>Experience of working with modern archives containing personal or sensitive information</td>
<td>Essential</td>
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<td>Experience of delivering reports and presentations</td>
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<td>Experience of liaison and collaboration with a range of stakeholders</td>
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<td>Experience of using specialist archival cataloguing software</td>
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<td>Proven experience in the successful delivery of large and complex archival arrangement and description projects</td>
<td>Essential</td>
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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to plan and manage workload to meet project deadlines</td>
<td>Essential</td>
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<td>Works methodically, accurately and with attention to detail</td>
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<td>Open and collaborative communication style</td>
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<td>Sensitivity and empathy with stakeholders, researchers and colleagues</td>
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<td>Motivated towards customer service excellence and quality</td>
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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](https://jobs.york.ac.uk)
- Find this job using reference 6922
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 20th August 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 Dr Amanda Jones at amanda.jones@york.ac.uk

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

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