Conservator (Maternity cover)
Library and Archives

Closing date: 11 November 2018
Interview date: 29 November 2018
Vacancy reference: 7133
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, subsidiary strategies and the University Strategy and as a collegiate organisation we welcome your contribution.

The Borthwick Institute is committed to preservation for access, and preserves documents for use by present and future generations. The Borthwick preserves and provides access to the unique and irreplaceable archives in its care, which support the accountability of the University of York, the research activity of University members, and the rights and requirements of the public.
Main purpose of the role

You will contribute to the preservation and conservation of the Borthwick’s holdings and advocate for the importance of preservation. The role holder will report to the Archives Conservation Manager.

Key responsibilities

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

To contribute to the practical preservation and conservation of the Borthwick’s holdings

To undertake interventive conservation work under the direction of the Archive Conservator, including, but not limited to:

- Book conservation and rebinding in a range of historical binding styles, and as appropriate to each volume.
- Repair of parchment, paper, seals, maps and plans
- Preparation of documents for reprographics and digitisation
- Cleaning of documents and other procedures to ensure fitness of archives to go into the strongroom.
- To be prepared to adapt conservation methods to the needs of the records and the demands of the Borthwick, under the direction of the Archive Conservation Manager.
- To learn new conservation methods from the Archives Conservation Manager, as required by the needs of the post, and deploy them appropriately under their direction.
- To take advantage of working in a new BS 5454: 2000-compliant archive repository through an attentiveness to the integral preservation features of the building, environmental control and monitoring procedures, and the implementation of preservation routines.
- To be alert to possible preservation risks to the Borthwick’s holdings, and to suggest and implement strategies to minimise these risks, under the direction of the Archives Conservation Manager.
- To work with other staff and under the direction of the Archives Conservation Manager.
- The post holder will be required to be able to maintain the day to day running of the department in the absence of the archive conservator, and to undertake any other duties required by the Archives Conservation Manager, commensurate with the level of the post.
- To be actively involved in promoting preservation and conservation, including good document handling practice to colleagues, users, volunteers and visitors.
# PERSON SPECIFICATION

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Formal qualification in Conservation or equivalent experience</td>
<td>Essential</td>
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## Knowledge

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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge of conservation theory and techniques.</td>
<td>Essential</td>
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## Skills, abilities and competencies

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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Manual dexterity</td>
<td>Essential</td>
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<tr>
<td>Ability to learn from the Archive Conservator how to apply remedial conservation methods appropriately in practice</td>
<td>Essential</td>
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<td>Ability to work independently</td>
<td>Essential</td>
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<td>Ability to work as a member of a team</td>
<td>Essential</td>
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<td>Ability to complete work tasks to deadlines and to a specified standard</td>
<td>Essential</td>
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<td>Ability to meet the physical demands required for the role</td>
<td>Essential</td>
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<td>Ability to provide guidance to the Conservation volunteers and other staff as required</td>
<td>Essential</td>
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## Experience

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<th>Essential / Desirable</th>
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<tr>
<td>Practised in interventive archive conservation techniques</td>
<td>Essential</td>
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<tr>
<td>Experience of involvement in projects</td>
<td>Desirable</td>
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<td>Experience of using Google and its applications</td>
<td>Desirable</td>
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## Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Commitment to continuing professional development</td>
<td>Desirable</td>
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<tr>
<td>Motivation towards customer service excellence and quality</td>
<td>Essential</td>
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<tr>
<td>Open to collaborative ways of working</td>
<td>Essential</td>
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<tr>
<td>Encouraging towards innovation and development</td>
<td>Essential</td>
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<tr>
<td>Open communication style</td>
<td>Essential</td>
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<tr>
<td>Sensitivity and empathy with users, colleagues and staff</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.

The Borthwick Institute

The Borthwick Institute was established in 1953 in St Anthony's Hall in York. Following an award of £4.415 million from the Heritage Lottery Fund, it moved to purpose-built premises on the University campus in 2005. The Borthwick Institute is one of the largest and most important archive repositories in the North of England. The Borthwick is a public archive repository, providing public access to archives from the 11th to 21st centuries. We have a wide-ranging and demanding clientele, with equally wide-ranging research demands. We are the busiest archive in the higher education sector.

Within the University we:

- serve academic departments as a repository for primary research materials, including the University's archive;
- guide students, researchers and staff in the use of those materials;
- provide records management services across the University;
- provide strategic guidance on the Freedom of Information and Data Protection Acts;
- co-ordinate responses to Freedom of Information and Data Protection Act subject access requests.

Borthwick staff play a role in the wider archive, records management and historical sectors through membership of a range of professional bodies, from editorial positions in record-publishing societies, to advisory roles in national strategic organisations.
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 7133
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 11 November 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 alison.fairburn@york.ac.uk

If you have any questions about your application, contact the HR Services team:
  recruitment@york.ac.uk
  +44 (0)1904 324835