



JOB DESCRIPTION: LIBRARY & DIGITAL ARCHIVES MANAGER

Introduction & Context:

Bishopsgate Institute is the delivery arm of the Bishopsgate Foundation, founded in 1894 for “the promotion of the education of the public”. We are a small, independent charity with our own extraordinary premises at the crossroads of the City, Spitalfields and the East End.

The delivery of the Bishopsgate Institute business plan falls to three main areas of activity: Content, Campaigns and Delivery. Project teams then work collaboratively across these activity areas, also referred to as “functions”.

The senior team comprises the Chief Executive, Head of Strategy and Planning and the Finance Business Partner.

Role description:

Date of Last Review:	18 April 2018
Job Title:	Library & Digital Archives Manager
Grade:	Manager
Hours:	35 hours over 5 days
Salary:	£28,157 to £32,473
Reporting to:	Special Collections & Archives Manager

Role purpose: To manage the day to day operation of the Bishopsgate Institute Reading Room and Researchers Area (“Library”) and its staff duties in the development of, access to and preservation of Bishopsgate Institute’s Special Collections and Archives.

To develop, in collaboration with the Special Collections and Archives Manager, strategies for the cataloguing and preservation of, and access to, Bishopsgate Institute’s Special Collections and Archives to achieve business plan objectives.

To take a lead role in the development of the Institute's own digital and digitised Special Collections and Archives to ensure cataloguing, preservation and accessibility, including the implementation and management of a digital asset management system (Preservica).

The role requires a postgraduate qualification in Archives and Records Management and demonstrable experience of working in a library or archive environment.

Operating environment:

Bishopsgate Institute is open up to 7 days a week, running a number of events, as well as offering access to a free Reading Room and Special Collections and Archives, in a stunning, 122 year-old building at the crossroads of the City, Spitalfields and the East End.

Our business plan for 2016-21 outlines our priorities and direction.

For further information on our vision and strategic objectives, please see the accompanying information pack.

Line Management of:

- Library & Archives Assistant
- Digital Archives Assistant

Reporting lines: The Library & Digital Archives Manager will be line managed by the Special Collections & Archives Manager.

The Library & Digital Archives Manager will line-manage the Library and Archive Assistant and the Digital Archives Assistant, and support the management of the Library Receptionist.

It will be imperative that this role connects closely with the wider Content team, the Campaigns team and the Delivery team in the promotion of and access to the Institute's Special Collections and Archives including in the development of the Reading Room as an additional space for events and activity.

Key Deliverables

- Excellent service delivery and smooth running of the Reading Room and Researchers' Area by:
 - Ensuring support is available for academic and general research enquiries and providing advanced specialist support when required
 - Ensuring adequate staffing is in place and that members of the team are clear on the Institute's strategy, their duties and requirements to provide excellent public service and support smooth operation on a day to day basis
 - Managing the Digital Archives Assistant and the Library Archives Assistant, plus support to the paper Archivist in managing the Library Receptionist to ensure the day to day operation of these areas is in place and can support the wider requirements of care and development of the Institute's Special Collections and Archives
 - Ensure Special Collections and Archives materials are made available for, and returned safely after, agreed Institute activity such as courses, workshops, conferences and talks, as well as for internal research purposes
 - Working with the Special Collections & Archives Manager, manage budget for the Special Collections and Archives on a day-to-day basis including spending on preservation materials, acquisitions and general equipment
 - Manage and oversee the production of forms and signage for use in the Reading Room and Researchers' Area in collaboration with the Delivery and Campaigns teams and Special Collections and Archives staff
 - Working closely with the Content, Campaigns and Delivery team to make the Reading Room area available for events and activity outside the normal library operating hours
 - Developing and overseeing the line-management of volunteers, in line with agreed objectives, with the support of the Archivist and Library and Archives Assistants.
 - Developing and overseeing the line-management of student placements, where agreed, with the support of the Archivist and Library and Archives Assistants.

- Supporting the care and development of the Institute's Special Collections and Archives collections including:
 - Leading on the development of the Institute's own digital and digitised Special Collections and Archives including the management and development of the digital asset management system (Preservica) and its operation with the support of the Special Collections & Archives team.
 - Undertaking cataloguing to international standards of the Special Collections and Archives and assisting the Special Collections and Archives Manager and the senior team to secure necessary resources where agreed.
- Leading on the maintenance and development of the Institute's Specialist Collections and Archives cataloguing database (ADLIB)
 - Working with the Special Collections and Archives Manager to ensure the Institute's Special Collections and Archives have the necessary copyright and data protection in place
 - Assist the Special Collections and Archives Manager in the purchase, acquisition, storage and preservation of special collections materials including regular reporting requirements
 - Collaborate with the Special Collections and Archives Manager on recommendations for the Special Collections and Archives policies and procedures, to be signed off by Programme Committee and the Board of Trustees
 - Assisting the Special Collections and Archives Manager in managing the Special Collections and Archives budget
 - Collaborate with the Special Collections and Archives Manager to identify items in need of specialist conservation and oversee any work carried out by a contracted professional conservator
 - Support fund raising initiatives for agreed projects concerning the cataloguing, promotion and utilisation of the Institute's Special Collections and Archives
 - Collaborate with the Special Collections and Archives Manager on the application for designation of the Special Collections and Archives by The National Archives' Archives Accreditation
 - Represent Bishopsgate Institute at external events and networks, if required, through attending relevant activities and through membership of relevant local, regional and national organisations. Keep abreast of current developments in archives management and digital preservation

- Providing advice and support on the Special Collections and Archives internally and externally to aid access, profile and usage through the Institute's learning programme and to the public in general:
 - With the Special Collections and Archives Manager, providing information for and working closely with the Campaigns team to ensure external messaging regarding new or existing collections and their access information is correct and up to date
 - Work with Special Collections and Archives Manager and the Campaigns team to develop information and access to the Institute's Special Collections and Archives through the Bishopsgate Institute website
 - Assisting the Interpretation Manager, Learning Coordinator and Senior Programmer in the development of learning activities across the Institute's integrated offer when required
- **General**
 - Proactively collaborate with all staff to ensure the best possible levels of seamless service and quality to our customers
 - Contribute to an improved level of organisational engagement through positive role modelling, communication and behaviour at all times
 - Champion and epitomise the Institute's core competency behaviours
 - Attend relevant training in order to fulfill the requirements of the job and undergo supervision and annual reviews
 - Comply with and implement all organisational policies and procedures as required
 - Work flexibly and responsibly to effectively manage workload and ensure the provision of a 7-day-per-week service to the public as required
 - Dress and present yourself appropriately as the professional needs of the Institute require

This job description covers the current range of duties and will be reviewed from time to time. It is the Institute's aim to reach agreement on changes, but if agreement is not possible, the Institute reserves the right to change this job description.

PERSON SPECIFICATION: Library and Digital Archives Manager

1. Specialist Area Requirements Library and Digital Archives Manager

- 1.1 Postgraduate qualification in Archives and Records Management with at demonstrable experience in a library or archive environment including its day to day management to ensure access to and preservation of special collections and archives
- 1.2 Proven track record in the undertaking of large scale cataloguing projects. This will also include knowledge and extensive experience in international cataloguing standards, including ISAD(G) and the management of an online library and archives cataloguing software (preferably ADLIB)
- 1.3 Proven track record of running an archives or library service including the planning, developing, record keeping, contracting and staff management required on a day to day basis
- 1.4 Proven expertise in the development, preservation and access of digital archives
- 1.5 Demonstrable commitment to maximising the accessibility of archives and special collections materials to support academic research, learning opportunities and general public interest
- 1.6 Expertise in current UK copyright and data protection law and its implementation in a library or archives environment
- 1.7 A demonstrable commitment to the integration of special collections and archives into the entire offer of a larger cultural organisation
- 1.8 A strong appreciation and understanding of how this role and the wider Content team will interact with Campaigns and Delivery to support activity happening across the organisation

2. Grade Specific Requirements – Applicable to all Manager Level Posts

- 2.1 Experience of collaborating within and across teams and an understanding and appreciation of the importance of partnership working to support the achievement of the Institute's vision, mission and strategy
- 2.2 Understanding of security and safety issues to protect members of the public, the Institute and its staff
- 2.3 Ability to manage day to day duties and activities to ensure that tasks are achieved effectively, efficiently and to a high standard of quality
- 2.4 Experience and awareness of good practice/effective approaches to planning and delivery requirements
- 2.5 Experience of working within the arts and culture sector, including adult education, and/or a visitor attraction or understanding of our role in these arenas and its impact on the different areas of our work

Bishopsgate Institute – Competency Framework

At Bishopsgate Institute we are introducing a competency-based approach to staff recruitment, performance review and development. The Framework will underpin the culture of the organisation and add to what we do to enable us to reach our potential both as individuals and as an organisation.

How we are managed and manage each other using the competencies will become clear and both managers and staff will have support and training to implement them once the new structure is in place.

Until then, they are in place to support the redeployment/recruitment to all roles in the new structure. The selection process we use will be designed to test each applicant's skills, expertise, knowledge and their ability to demonstrate how they meet the competency framework.

All competencies apply to **all** roles:

<u>Performance</u>	<u>Insight</u>	<u>Engagement & Inspiring Others</u>
<ul style="list-style-type: none">• Accountability• Delivering Performance• Alignment & Planning• Learning & Change	<ul style="list-style-type: none">• Breadth of Perspective• Making Effective Judgements• Applying Specialist Knowledge• Customer & Audience Awareness	<ul style="list-style-type: none">• Working Collaboratively• Communicating & Influencing• Empowering Leadership

There are different levels within each that apply to each grade or level of role in the organisation:

- Assistants, Administrators, Officers – *all non-management level staff.*
- Line Managers/ Specialists – *all staff that line manage one or more members of staff or are defined in their job role as a 'Specialist'.*
- Senior Managers/Specialists – *the Chief Executive, Heads and Senior Specialists.*

The competencies relate to certain key abilities that we should be able to demonstrate in the way we carry out our jobs. While objectives are concerned with ***what*** we achieve in terms of tangible results or 'outputs' and 'outcomes', these competencies look more at ***how*** we carry out our work - for example how much initiative we demonstrate; how well we work with others; how good our communication skills are; how well we organise our work.

Most of the core competencies could relate to a person doing any job of a comparable level/grade, regardless of the particular functional or technical expertise and skill that is required.

Although no-one is expected to demonstrate the competencies that do not apply to their job, staff will need to think laterally and creatively about whether they apply. For example, if your role is to support other staff in the organisation, you may not feel that you directly support the public. However, if you think hard enough you will likely be able to see that by supporting your colleagues in other departments you indirectly do support the public and what you do in that regard is very important.