UNIVERSITY OF WARWICK

Job Description

Job Title	MRC Manager & Head of Archives and Special Collections
Department	Library
Grade	FA7

Job purpose (a brief summary of the role)	To lead on all aspects of management and expertise relating to the MRC's collections, including the University Archives and Special Collections. To be responsible for the strategic development and operational management of the Modern Records Centre (MRC) and University Archives. To lead the MRC team and all aspects of the archival service. To develop strategies to enhance engagement with the MRC and its collections, the management and development of both the physical and digital collections and their use to support teaching, research and community engagement
Duties and responsibilities	**1. Staff and Team Management** To lead, motivate, support, and develop the MRC Team by: Undertaking all aspects of staff management from recruitment, induction, setting and monitoring objectives and providing for training and development needs to ensure staff are equipped to deliver services to meet customer needs in a rapidly changing environment. **2. Management of the MRC facility** To work with relevant colleagues: • To develop services and approaches that will ensure the MRC retains its TNA Accredited status. Application of relevant external, sectoral and governance best practice and standards. ▪ To plan the strategic development of the service in relation to the physical and digital storage space, including the development of the physical spaces of the MRC and its external store; ▪ To manage the physical spaces and their day-to-day administration, ensuring appropriate storage and conservation standards (e.g. BS4971) are maintained and that improvements in collections care are considered and planned. **3. Collections Management** Develop and implement policies for, and oversee the delivery of, collections management, collections development and collections care activities for the MRC archives and special collections: ▪ To manage the acquisition, cataloguing and access to archives and special collections, ensuring that internal and external researchers' needs are met and the MRC's reputation for research and teaching support is maintained and enhanced; ▪ To develop and maintain good relationships with donors and depositors; ▪ To maintain awareness of, and adhere to, legislative requirements of the service (GDPR, IP etc);

- To ensure IT systems and software are fit for purpose to support professional cataloguing standards;
- To ensure the collections are held securely and meet appropriate storage and conservation standards (e.g. BS4971);
- To work with the Digital Preservation Officer to support and develop digital preservation services for the institutional and deposited collections;
- To take responsibility for the care, management and preservation of special collections;
- To work to KPIs and provide relevant data as required.

4. Engagement and Outreach

Promote the MRC as a teaching and research asset:

- To work with stakeholders across the University to raise awareness of and to promote the MRC to the Academy as a valuable teaching and research collection;
- To work with academic colleagues to develop and implement innovative and engaging ways to embed the MRC collections in the curriculum
- To lead on the development and implementation of strategies for using MRC collections with local schools and community groups to support the University's civic and widening participation ambitions;
- To work in collaboration with academic departments, student groups and MRC colleagues to create engaging exhibitions, publications and events which will highlight and promote the collection to a range of internal and external audiences

5. Project Management

Develop and initiate new projects both within the University and with external partners to enhance the use and reputation of the MRC:

- To seek additional funding to support and enhance services and facilities and make funding bids;
- To manage existing projects (including the nationally significant project to acquire, conserve, catalogue and exploit the NUM archives);
- To seek out other project opportunities as appropriate.

6. Digital Development

Develop and implement a digital strategy for the Modern Records Centre to support its work:

- Scope and develop a range of digital services to increase access to MRC collections and to support remote research activity – for example by implementing a virtual reading room
- Work with the Digital Preservation Officer to support and promote Digital Preservation processes and systems to increase digital deposits and provide access to digital archives;
- Develop and oversee a digitisation programme to provide online access to a range of key MRC collections for the purpose of remote research, teaching, exhibitions, and promotional activities; and to support the preservation of fragile items.

7. Working Beyond the MRC

To work with colleagues across the Library, University and across the archives sector:

- As a member of the Library senior management team, contribute as required to the wider management and activities of the Library service beyond the MRC;

	▪ To take part in local, national and international professional groups and initiatives, as appropriate.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to first degree level or equivalent.	A
E2	Have a Postgraduate Diploma or MA in Archive Administration or equivalent.	A
E3	Extensive experience as an archivist in a managerial or senior role, ideally in an HE setting.	A & C
E4	Substantial knowledge of the use and role of archives and special collections in an educational setting.	A,C & D
E5	Excellent communication skills with proven ability to explain complex concepts to a range of audiences.	A,C & D
E6	Experience of staff management and managing teams.	A,C & D
E7	Knowledge of archive cataloguing and metadata schema.	A & C
E8	Good understanding of preservation processes, disaster planning and relevant health and safety standards.	A & C
E9	In-depth knowledge of developments in digital archives and allied systems, software and applications.	A,C & D
E10	Successful track record of project management and income generation.	A,C & D
E11	Knowledge of developments in outreach and communications (including the effective use of social media and digital assets).	A,C & D
E12	Ability to organise own workload within set parameters.	A,C & D
E13	Ability to collaborate and build effective relationships with key stakeholders.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Experience of professional activity in the archives sector (presentations, publications, etc.).	A & C