

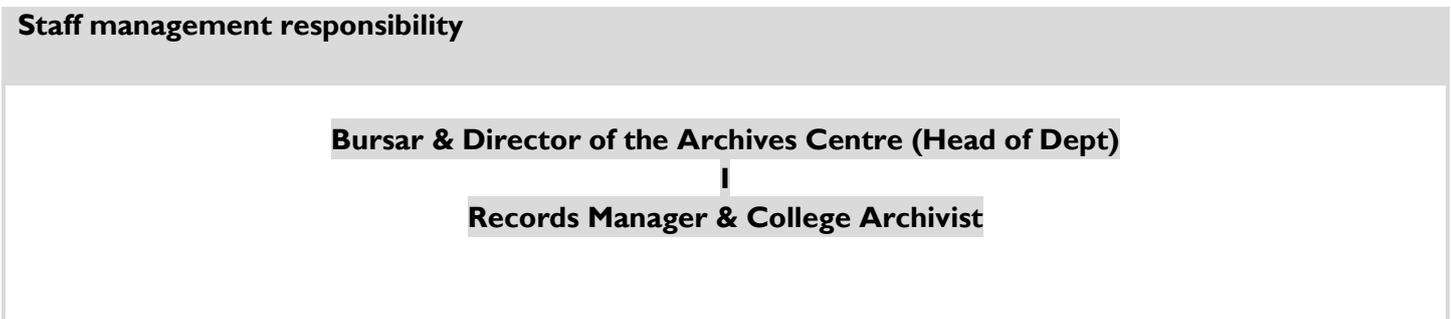


**CHURCHILL COLLEGE**  
CAMBRIDGE CB3 0DS

<b>Job title</b>	<b>Records Manager &amp; College Archivist</b>
<b>Reports to</b> (Position Title)	Director of the Archives Centre & Bursar

**Role purpose**

To facilitate and co-ordinate good records management practice across the College: advising on retention schedules; managing the Recent Records Store; advising on data protection and other information management issues; and identifying material for preservation in the College Archive. The role-holder is also responsible for accessioning, packaging, locating and cataloguing material in the College Archive, and for answering enquiries and preparing exhibits based on its content.



			<b>Required</b>
<b>Supervisory</b> - Allocate tasks, check the quality/ quantity of the work and provide informal feedback on the standard of the work. Introduce team members to new processes and procedures.			<input type="checkbox"/>
<i>How many people does the role supervise?</i>	Staff	Contractors	Others
	Occasional – Archives Asts and Volunteers		
<b>Line management</b> – Undertake formal staff review and development processes, manage staff welfare issues, identify training and development needs of an individual or team, undertake formal performance management for individuals as required.			<input type="checkbox"/>
<i>How many people does the role manage?</i>			Staff
			0

**Resources managed**

None

## Main duties and responsibilities

<b>1</b>	Liaison with administrative departments within the College to: (20%) <ul style="list-style-type: none"><li>ensure the implementation of the Churchill College Records Retention Schedule and good records management (from creation of records to disposal)</li><li>ensure transfer of archival materials (in all formats) to the College archive</li></ul>
<b>2</b>	Provision and promotion of advice, training and guidance on records management policies and procedures (including GDPR, the records retention schedule, risk assessment and disaster planning), working with the relevant College officers, staff and working groups, and with colleagues within the Archives Centre, and responsibility for implementation of agreed programmes (10%).
<b>3</b>	Assist the Bursar and Director by leading in the co-ordination of responses to data subject access and freedom of information requests (20%) by: <ul style="list-style-type: none"><li>maintaining a detailed processing and response log and copies of all requests and responses;</li><li>liaising with staff and Fellows to gather information and collate a comprehensive response, as necessary;</li><li>helping to draft responses and providing advice on legislative compliance.</li></ul>
<b>4</b>	Cataloguing and indexing of College Archives to professional standards for archival description using systems in use at Churchill Archives Centre (10%).
<b>5</b>	Appraisal of material for relevance and value, liaising with other departments, Fellows and members of staff as appropriate (10%).
<b>6</b>	Physical storage and preservation of the College Archive in the Churchill Archives Centre and semi-current records in the Recent Records Room (10%).
<b>7</b>	Provision of an information and retrieval service from College Archives for all departments and members of the college and for bona fide external enquirers. Liaison with the relevant college officers over access conditions as necessary (5%).
<b>8</b>	Undertake other duties within the Archives Centre, including reading room supervision and team projects as requested by the Director of the Archives Centre (10%).
<b>9</b>	Other projects based on the College Archives, e.g. contribution to social media items; research on College history; support for development/alumni projects (e.g. anniversaries, publications and visits) and for the College's Oral History programme; exhibitions and displays; augmentation of biographical information on members of college, etc. (5%).
<b>10</b>	Undertake other duties within the College as requested by the Bursar.

## Working Conditions

Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.

## Physical Requirements

Short periods of physically strenuous activity where there is no method, tool or adjustment that would reduce the frequency, or duration of the task (lifting, carrying, working in constrained spaces)

## Sensory Requirements

Uses normal office equipment and/ or standard tools

*This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.*

## General Background

Churchill College is one of the thirty-one Colleges of the University of Cambridge and was founded in 1958 as the national memorial to Sir Winston Churchill. The Colleges provide a key proportion of student teaching: small group tutorials, known as supervisions, and residential, social and welfare facilities. Every student at Cambridge University must be a member of a College.

The College includes the Churchill Archives Centre which conserves and houses the major Churchill collection, the Thatcher papers and over 500 other important 20<sup>th</sup> century collections of papers. The College also owns the Møller Centre, situated on the main College site, which offers training and conference facilities and accommodation throughout the year in a purpose-built building provided by the Danish entrepreneur, A P Møller, in 1991.

The College has about 170 Fellows and around 60 By-Fellows, 220 postgraduates working for a higher degree or diploma, and 410 undergraduates working for a first degree. Out of term the College provides accommodation and other facilities for residential and non-residential conferences.

### The Churchill Archives Centre

(see <https://www.chu.cam.ac.uk/archives/> for more detailed information)

The Churchill Archives Centre was purpose-built in 1973 to house Sir Winston Churchill's Papers - some 2,500 boxes of letters and documents ranging from his first childhood letters, via his great war-time speeches, to the writings which earned him the Nobel Prize for Literature. They form an incomparable documentary treasure trove.

The Churchill Papers served as the inspiration and the starting-point for a larger endeavour - the creation of a wide-ranging archive of the Churchill era and after, covering those fields of public life in which Sir Winston played a personal role or took a personal interest. Today it holds the papers of some 600 important figures and the number is still increasing.

The Archives Centre is situated within the grounds of Churchill College, itself the National and Commonwealth Memorial to Sir Winston. It includes air-conditioned reading rooms, strong rooms with rigorous security systems, a conservation laboratory and a sorting room.

The Director of the Archives Centre is Allen Packwood. The successful candidate will be joining a team of 13 and will be an employee of Churchill College, Cambridge.

### Terms and Conditions of Employment

The role is offered on a full-time (37.5 hours) or part-time basis (minimum of 20 hours) to be worked over 4 days per week.

This is a one year fixed-term maternity cover position. The salary range on offer is currently between £26,414 and £35,499 per annum (pro rata for part-time), depending on experience plus other benefits.

Cost of living awards are negotiated in October annually. In addition, the College provides free parking, social and sporting facilities, a generous pension scheme, five weeks' paid holiday per annum and flexible working hours as well as a range of other benefits.

Churchill College operates a role evaluation system and all posts are assigned a grade, within an incremental pay-scale made up of annual increments at the bottom of the scale and discretionary increments (accessed through excellence in performance) at the top of the scale. Please note that the salary range quoted above is the full scale for the grade. It is College practice to advertise the whole salary scale for the grade and an appointment will be made at an appropriate point within the band.

The College is an equal opportunities employer.

# Person Specification

Key Skills and Experience		
Criteria	Description	Essential or Desirable
<p><b>Experience</b></p> <p>List the key experiences that an individual would need to be able to do the role. Be careful not to quantify this in 'years'. e.g. Experience working with finance IT systems.</p>	<p>A good understanding of IT systems and electronic records management.</p> <p>Knowledge of relevant legislation including Freedom of Information and Data Protection</p> <p>Some experience of working post qualification as a Records Manager or Archivist, ideally with corporate records</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p><b>Skills</b></p> <p>List the key skills that an individual would need to be able to do the role. Be careful not to quantify this in 'years'. E.g. Advanced Excel.</p>	<p>Excellent communication skills</p> <p>Ability to work alone or as part of a team</p> <p>The ability to close attention to detail and to work accurately</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><b>Qualifications</b></p> <p>List the key qualifications that an individual would need to be able to do the role. Be careful not to overstate the level required.</p>	<p>A postgraduate qualification in Records Management or Archive Administration</p>	<p>Essential</p>
<p><b>Additional requirements</b></p> <p>List any additional requirements that may be relevant to the role (on-call, weekend working etc.)</p>		

The College expects that you will:

- Treat all members of the College and the Collegiate University community (including all staff, partners, students and visitors) with respect, courtesy and consideration at all times.
  - Behave professionally to, and expect professional behaviour from others in the community (including all staff, partners, students and visitors).
  - Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.
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