

**Cultural Collections & Archives Librarian**

Faculty / Department:	Library & Learning Resources	Grade:	<i>MA1: Salary range</i>
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Head of Cultural Collections & Archives	Responsible for:	• Cultural Collections & Archives Assistant • Potentially temporary members of staff, e.g. volunteers, and individuals funded by research projects

Job Purpose

- Managing special collections and archives including the following:
 - The University Archive
 - The Royal College of Organist's collection
 - Special collections of rare books
 - John Lane Papers
 - Ginsberg Archive.
 - ADM Archive
 - Other Birmingham City Archives
- Delivering on our strategic objectives to ensure that our cultural collections and archives are more visible and accessible, and therefore better able to support the needs of learners, teaching and researchers.
- Ensuring our cultural collections and archives are more widely known and discoverable within the University and to scholars further afield. This should include curation, digitisation and display via virtual and physical exhibitions.

Main Activities and Responsibilities

1. Promote and be an advocate for the University's cultural collections and archives, seeking opportunities to embed them within learning, teaching and research, e.g. through in-person and virtual displays, exhibitions, and events
2. Running workshops and sessions on collections for students and academic colleagues
3. Deputising as appropriate in the absence of the Head of Cultural Collections & Archives
4. Working with the Head of Cultural Collections & Archives to develop strategies and policies for the curation, management, discovery and digitisation of the university's collections, and prioritising work in liaison with Content & Open Research Team.
5. Management and motivation of a Cultural Collections and Archive Assistant, including recruitment, performance management and supporting development, and managing ad hoc volunteers (both from within L&LR and externally, e.g. students)
6. Contributing to, and where appropriate leading on approved projects to time and within budget.
7. Delivering services in the context of the relevant Copyright and Intellectual Property requirements, including for orphan works.
8. Developing and implementing policies and procedures for acquiring additional archives and cultural



collections from potential donors, where such collections would have benefits for BCU.

9. Overseeing physical storage space, particularly CZ003 in the Curzon Library and ADM Archive, ensuring that access is managed securely and appropriately, in compliance with GDPR and other legislative requirements.
10. Working collaboratively with Legal and Compliance colleagues to support and facilitate Records Management across BCU, and to ensure that retained documents and other items are added to the University Archive as appropriate.

Person Specification

Essential Criteria	Application Form / Support Statement / Interview
1. Degree and/or postgraduate qualification in librarianship, archives, or information science and/or educationally or professionally related area and/or equivalent experience.	Application Form / Support Statement / Interview
2. Experience of working with special collections, archives, or museums	Application Form / Support Statement / Interview
3. Understanding of curation, digitisation and display	Application Form / Support Statement / Interview
4. Understanding of legislative requirements, including GDPR, Copyright and IP.	Application Form / Support Statement / Interview
5. Demonstrable ability to drive and support service change and contribute to a culture of continuous service improvement	Application Form / Support Statement / Interview
6. Excellent communication and interpersonal skills, able to engage others to build collaborative working relationships with a wide range of stakeholders with diverse professional and academic backgrounds	Application Form / Support Statement / Interview
7. Excellent time management and organisational skills with the ability to prioritise, plan and manage own workloads in a busy and continuously changing environment.	Application Form / Support Statement / Interview
8. Collaborative approach to team working, with strong commitment to sharing CPD.	Application Form / Support Statement / Interview
9. Demonstrated ability to work collaboratively in a diverse and inclusive environment and commitment to reflective practice, open communication, and constructive feedback and challenge.	Application Form / Support Statement / Interview
10. Excellent digital literacy, being able to use word processing, spreadsheet and communication tools, e.g. Microsoft Word, Excel, Outlook, Teams, and willing to learn and explore new tools and technologies relevant to the role.	Application Form / Support Statement / Interview

Desirable Criteria	
11. Experience of managing, leading and motivating staff	Application Form / Support Statement / Interview
12. Experience of delivering teaching and training sessions	Application Form / Support Statement / Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.