Magdalen College, Oxford is seeking a qualified, experienced and enthusiastic archivist to take up the permanent, full-time post of College Archivist and Records Manager, following the appointment of our current Archivist, Dr Charlotte Berry, to a post at the University of Warwick.

The College Archivist and Record Manager is a key member of the College’s integrated library and archives service. As well as being responsible for one of the most important archives in Oxford and Cambridge, the appointee will have the opportunity to implement and develop a Records Management and Digital Preservation System across the College. The role also involves opportunities to work with other colleagues in the College on the preparation of exhibitions, to help with outreach activities, to undertake oral history initiatives, and to contribute to the wider intellectual and social life of Magdalen.

THE COLLEGE
Magdalen College, founded by William Waynflete in 1458, is one of the largest of the thirty-nine Colleges of the University of Oxford. The College is a community of about 70 fellows, 600 postgraduate and undergraduate students, and a large number of staff. See the College website for further information (http://www.magd.ox.ac.uk).

THE LIBRARIES AND ARCHIVES
The Archives. Magdalen’s archive is one of the most important in Oxford and Cambridge. It includes 13,000 medieval deeds and manorial records acquired through land purchases when the College was being established; institutional archives and modern records dating from the foundation of the College in 1458 to the present time; a large collection of architectural drawings (including plans to remodel the college by Repton and Wyatt); and the personal papers of former Magdalen Presidents, Fellows and students. The Muniment Room, built in the late fifteenth century for the purpose of housing the college’s deeds, retains its original fittings and still houses the medieval deeds, and later archive collections are held in Founder’s Tower and in the Archive office and store at Holywell Ford. Born-digital and digitised items are also now collected. The College Archive uses Épexio as its Collection Management System and online archive catalogue.

The Longwall Library: a modern lending library which has just been completely remodelled with a major extension. It has been designed to provide the flexibility to adapt as library needs continue to evolve and provides 120 reader spaces, two seminar rooms, attractive staff working areas, WiFi, exhibition display cases and break-out spaces. It has a circulating collection of about 108,000 books arranged according to the Dewey Decimal Classification
system, and over 3,500 films, as well as an extensive reference collection of books, periodicals, and access to online databases.

The Old Library: a very fine rare-books collection of around 20,000 volumes, including 250 manuscript books, and 140 incunables, stored in a library room that opened in 1481. In addition to purchasing books throughout its history, Magdalen has always benefited from donations to the collection. Among the highlights are John Goodyer’s library of early botanical books and continental imprints given by Arthur Throckmorton in the seventeenth century, the earliest papyrus fragments of the Gospel of Matthew, which came to the College in 1901, and hundreds of Oscar Wilde editions, bought with the help of Magdalen alumni in the last few years.

The Law Library is situated in the Grove Building, contains an up-to-date reference only collection of law books, law reports, and periodicals. The McFarlane Library contains a specialist medieval history collection bequeathed to the College by K. B. McFarlane, who taught medieval history at the College.

COLLEGE ARCHIVIST AND RECORDS MANAGER
Applications are invited for the full-time permanent post of College Archivist and Records Manager at Magdalen College, Oxford. The post-holder will be responsible for developing and implementing systems and procedures for the proper management of the College’s archives and modern records, ensuring that the College’s extensive collections are not only preserved and organised to the highest professional standards, but embedded fully in the life of the College. The post-holder will also be responsible for the establishment of Records Management and Digital Preservation systems for the College. The appointee will assist the Fellows and Officers of the College to manage their information sources by implementing and developing Records Management policies, procedures and schedules in collaboration with College departments. The Archivist works regularly with the Oxford Conservation Consortium to organise annual conservation work on the collections and may also make applications to funding bodies to supplement this work. The College has recently joined the Bodleian Library’s newly launched Digital Preservation (LibNova) consortium.

The appointee will join the Library & Archives team and report to the College Librarian, managing the rich and diverse archive at the heart of the College’s heritage and academic life. It is the responsibility of the College Archivist to ensure the development, efficient organisation, smooth running and security of the College’s varied archives and modern records across the site. The appointee will run a responsive and friendly archive which meets the needs of the College’s members, helps to project the College’s lively intellectual atmosphere, and engages with alumni and researchers at national and international levels. The College Archivist is a member of the Chattels Committee and attends meetings of the Library and Archives Committee.

THE LIBRARY AND ARCHIVES STAFF
The College Librarian leads a small but dedicated team of professionals and paraprofessionals which currently includes the Deputy Librarian, an Assistant Librarian and a Library Assistant, the College Archivist, a part-time Archives Assistant, and a Project Archivist. The Library and Archives team reports to the Library and Archives Committee.
**KEY RESPONSIBILITIES**

The core responsibilities of the post, shared with the other members of the Archives staff, include but are not confined to the following:

- Maintain, house, and develop the institutional and other archives and records held by the College
- In conjunction with the College Librarian, develop and implement a strategy for the ongoing cataloguing of collections to national and international standards including ISAD(G) and NCA Rules
- Develop and implement a strategy for digitisation of the College archives as appropriate
- Provide a rapid, flexible, and responsive archive service to Fellows and staff of the College, members of the College, alumni and external researchers.
- Answer external enquiries and image requests relating to archival holdings in a timely manner and supervise on-site readers using the collections, deal with rights, reproduction requests, and prepare material for loans to exhibitions
- Develop the archive collections through collecting across College and liaison with external donors, old members, staff and Fellows
- Implement and develop a Records Management system (using Epexio) for both paper and born-digital/digitised records for the college, including: surveying existing records; implementing retention and destruction schedules in compliance with current legislation; implementing procedures for destruction of material or transfer to the Archive; transfer of selected modern records and archives to the Digital Preservation system
- Advise Fellows and College staff on matters relating to compliance with legislation e.g. Copyright and Data Protection. The post-holder will support the Bursar as the College’s Data Protection Officer and the Business Systems Manager on GDPR
- Take responsibility for the care and conservation of all the College’s archive and record holdings and make best use of the College’s allowance of specialist conservation time provided by the Oxford Conservation Consortium
- Assist in the recruitment, training, and management of any archives staff, including direct responsibility for the Archives Assistant, the Project Archivist and any interns or volunteers as line manager, and help monitor their development and welfare
- Assist in the overseeing of equality policies, health and safety, security, and emergency planning within the archives
- Attend and participate in the Library and Archives Committee and the Chattels Committee
- Promotion of the Archive collections through the Library and Archives department’s outreach and engagement programme (which in turn supports the College’s Outreach Office and Alumni and Development Office), including: social media; supporting interns and volunteers; arranging, supporting and co-curating events and exhibitions; arranging loans to external institutions; tours; maintaining the archive’s web-pages on the College website; the publication of research; oral history projects
- Participate in external funding applications, subject to the College’s approval processes, for special acquisitions, cataloguing and conservation projects, collaborate with the College’s Development Office on fundraising initiatives, respond to offers of gifts to the Archives following consultation with the College Librarian, and maintain good relations with donors and alumni.
It is expected that the post-holder will initially spend approximately 70% of their time on the archives and 30% on records management, with that ratio shifting in favour of the archives as Records Management and Digital Preservation systems are established.

**Requirements**

*It is essential that all candidates have the following qualifications and attributes:*

- A good undergraduate honours degree
- A postgraduate qualification in Archives and Records Management recognised by the Archives and Records Association
- Extensive archival experience across a wide range of collection types, including experience of working with medieval archive collections and good cataloguing experience
- Proficiency in Latin and English palaeography and diplomatic
- Very good experience and knowledge of technology used to support archival work including Collection Management systems and Digital Preservation systems
- Good experience of working with digital records and archives, including born-digital and digitised collections
- Very good experience of Records Management duties including surveying, producing schedules, managing born-digital records and familiarity with relevant legislation
- Good written and oral communication skills
- Ability to balance a range of duties through good time-management, prioritisation and organisational skills
- Initiative, energy, and enthusiasm
- A readiness to contribute to and enjoy the wider intellectual and social life of Magdalen

*The following are desirable:*

- Postgraduate research qualifications
- Good awareness of wider archive sector and professional networks
- Experience of leading and managing a small team
- Experience of curating and mounting exhibitions
- Experience of access and engagement work, including social media and other online resources, to bring collections to a wide range of audiences

Applications are particularly welcome from women and from Black, Asian, and Minority Ethnic candidates, who are under-represented in senior posts in Oxford.

**Hours of Work**

The post is full-time (36.5 hours per week), however the postholder is expected by the nature of the job to be flexible in the number of hours worked to allow for the requirements of the role. This will at times involve working outside normal hours (e.g. for weekend and evening talks or exhibitions and meeting donors) for which time in lieu may be claimed. Holidays are 30 working days per annum plus bank holidays.
Salary
The salary for the post will be on the scale £32,817 – £44,045 per annum (Grade 7 of the University pay scale), depending on skills and experience.

Benefits
- Free lunch while on duty when the kitchen is open
- Optional membership of contributory pension scheme (University Superannuation Scheme)
- Car parking (subject to availability)
- Use of sports facilities
- Optional contributory Healthcare scheme
- Bus pass purchase scheme
- Holiday entitlement of 30 working days, plus bank holidays (some restrictions may apply when holiday cannot be taken and some set days of holiday must be taken when the College is closed over Christmas and New Year)

Application Procedure and Deadline
A detailed letter of application and a completed application form should be emailed to the Human Resources Assistant at Magdalen College (human.resources@magd.ox.ac.uk; telephone: 01865 276033) by 12.00 noon on Tuesday 20th July 2021.

Applicants should supply each of their referees with a copy of these further particulars and ask them to email the Human Resources Assistant at the above address by 12.00 noon GMT on Tuesday 20 July 2021 without further prompting. The College wishes to take this opportunity to thank in advance those referees who write on behalf of applicants. Candidates who wish to approach a referee or referees only if they are being called for interview or are in receipt of a conditional offer are asked to state this explicitly alongside the details of the relevant referee(s) on the application cover sheet.

Candidates are expected to use their letters of application to state clearly why they are interested in the post and how their qualifications and experience suit them for it. Late or incomplete applications will not be accepted. Following the offer of the position, appointment will be subject to (a) satisfactory completion of a medical questionnaire, and (b) provision of proof of the right to work in the UK.

It is expected that interviews will take place in the week commencing 26th July 2021. Interviews will take place in at Magdalen College to allow a site visit, but candidates should contact HR to arrange alternative arrangements if this will be difficult.

Magdalen College is an Equal Opportunities Employer. For further information, see http://www.magd.ox.ac.uk/equality.

Recruitment Monitoring
A Magdalen College Recruitment Monitoring Form will be found at the following page on the Magdalen College website: http://www.magd.ox.ac.uk/job-vacancies. Applicants are requested to complete the form and return it to the Human Resources Assistant, Magdalen College, Oxford OX1 4AU (or by email to human.resources@magd.ox.ac.uk). Please note that
the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy, which can be found at https://www.magd.ox.ac.uk/other-policies/data-protection/.