



**ST PETER'S
COLLEGE**

UNIVERSITY OF OXFORD

COLLEGE ARCHIVIST AND RECORDS MANAGER – PART-TIME (0.6 FTE)

Further Particulars



St Peter's College Introduction

St Peter's College occupies a central but quiet location in the heart of the city of Oxford, within easy walk of all shops, amenities, departments, libraries and the railway station. It was founded in 1929 as St Peter's Hall on the site of two of the University's oldest inns or medieval hostels, Bishop Trellick's, later New Inn Hall, and Rose Hall, which can be traced back to the thirteenth century. St Peter's Hall was founded by Bishop Francis James Chavasse. The founding vision for St Peter's was that it should make possible a first-rate but still affordable Oxford education for promising students irrespective of means or background.

St Peter's was granted full college status in 1961, becoming one of the thirty-nine colleges in the University of Oxford. Each is independent and self-governing. Colleges have primary responsibility for the admission, tutorial provision, community life and welfare of undergraduates and for the collegiate life of graduate students and academics. The University has primary responsibility for the admission and academic supervision of graduate students and for the research life of the institution. The University includes many departments and faculties, organised into academic divisions. Many academic staff are employed by both a College and the University through their academic department.

St Peter's College is committed to academic excellence and to selecting the most academically able students, irrespective of means or background. Modern, liberal and progressive in outlook, though with a respect for some of Oxford's elegant traditions, the College provides an elite education in a wide range of academic subjects across the sciences, social sciences, arts and humanities. It offers students the life-changing experience of living in the heart of Oxford, being taught by tutors of recognised distinction in their fields and enjoying being part of an energetic, diverse, high-achieving and generous-spirited community.

Students thrive in the supportive and intellectually challenging environment of a college committed to the benefits of the tutorial system, and attentive to the intellectual and broader development of its students. St Peter's has lively and successful musical, theatrical and sporting traditions. Students are also involved in many charitable volunteering projects. St Peter's has a reputation as a friendly and

supportive community and its catering provision garners excellent reviews. It runs a lively and committed outreach programme which includes a special connection with Liverpool schools.

St Peter's is marked both by a vibrant community life and by academic strength. Those that gain a place at undergraduate level are overwhelmingly awarded either a 2:1 or a first class degree. In 2020, St Peter's was placed fourth in the Norrington Table for its results in finals across Oxford colleges. Graduate students at St Peter's College study for a broad range of taught course and research degrees. St Peter's alumni are highly employable: they include the former Governor of the Bank of England, the former Chief of the Defence Staff, the recently retired First Sea Lord, the first woman to be made a bishop in the Church of England, the Chief Justice of Rwanda, high court judges, a range of leading business people, university vice-chancellors, newspaper editors, charity Chief Executives, actors, artists and many others. These and many others have made the most of the opportunity that a St Peter's and Oxford education provide to make an emphatic contribution in the world. The College helps young people from all backgrounds to make the most of their talents, academic and otherwise, and provides a home for outstanding teaching and research.

Composition and Governance of St Peter's College

The College community is made up of the Master, 70 Fellows and College Lecturers actively engaged in teaching and research in a wide range of subjects, 350 undergraduate students, 250 graduate students, 25 Visiting Students and c95 members of administrative and domestic staff. St Peter's is proud of being highly international across all sections of its community.

The College is a registered charity. It is governed by the 40 Official and Professorial Fellows who sit on the Governing Body as Trustees of the charity of St Peter's College. The Governing Body is chaired by the Master. Most Official Fellows are employed jointly by the College and the University, though some are exclusively College-based. Professorial Fellowships are held by Statutory Professors of the University.

St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk

Job Summary

St Peter's College seeks to appoint a College Archivist and Records Manager to a permanent, part-time post, working 21 hours per week (0.6fte) over a 3-day working week. The College has a dedicated space for its archives in Barron House on New Road. The College archives consist of a recently refurbished storeroom, with adjoining office space, and a modern records store located in the basement.

The post holder is responsible for developing and implementing systems and procedures for the proper management of the College's documentary heritage and records, ensuring that the College's historically valuable documents and modern records are not only preserved and organised to the highest professional standards, but embedded fully in the life of College. The College's archival holdings are diverse, and range from architectural drawings and photographs to collections of historical papers, including the uncatalogued papers of the College's founding family, which have recently returned to St Peter's from the Bodleian, where they had been on deposit since the 1980s. Other collections relate to the college's governance and senior members, its fabric and buildings, its benefactors, its clubs and societies, and its students, among other things.

The post-holder will therefore work on archives with untapped potential and will have the opportunity to help develop a records management system. To this end, the college has recently invested in DigiSafe, a University-wide cloud-based digital storage system, and Epexio, a web-based cataloguing platform used by several other Oxford colleges.

The post-holder will also be responsible for the care of the college's silverware and artwork, including its large collection of paintings by Duncan Grant (1885–1978). This includes dealing with the care and display of items to inform and educate, working with the college community to ensure

that collections and displays are effectively communicated within and beyond the college and liaising with benefactors about acquisitions and ongoing curation. The postholder will actively contribute to the Alumni programme of activities, including talks and tours, and further enhance wide-ranging access to exhibitions, collections and displays.

The Archivist and Records Manager will work under the general direction of the Bursar and in close consultation with the Master (in relation to artworks) and the Fellow for Archives. They will also work closely with other members of College staff, including the College Registrar and staff in the College's Academic Office; the College's Development Office; and the Head of Communications. The Archivist will write articles of interest intermittently for College publications (*Cross Keys* and *The College Record*) which draw on the College archives and helps the Master and others tell the story of the College in many fora.

Main Responsibilities

- Oversight of the archives and records management within College
- Embedding and promoting the archives in the life of College, through exhibitions, tours, talks, articles in College publications and the use of social media
- Cataloguing and indexing the College's archives to international standards
- Care of the college's silverware and artwork, including its large collection of paintings by Duncan Grant (1885–1978).
- Identifying and liaising with potential donors of material and arranging where appropriate for the transfer of such material by gift, bequest or purchase
- Helping to produce catalogues and other associated materials that broadcast the collections, including the art collection
- Accessioning new documents, photographs and artefacts from both within and outside college, ensuring that external donors are recorded and thanked
- Managing an annual student competition based on the College's Duncan Grant art collection
- Responding to enquiries, including from alumni, and supervising researchers using the Archives
- Representing the College on the University's Digisafe project – implementing a new digital preservation system with records management capabilities across the College and its departments
- Helping the Master, Fellows, and Officers of the College manage their information sources by undertaking surveys of records, implementing retention and destruction schedules that comply with legislation, and implementing procedures for the secure destruction of material or for the transfer of material worthy of permanent preservation to the College Archives
- The post-holder will work closely with the Bursar, the College Fellow Archivist and the College's Data Protection Officer, and will take the lead on GDPR matters
- Advising senior managers and record holders on matters relating to compliance with legislation, e.g. Copyright and Data Protection
- To prepare termly reports for the College's Library and Archives Committee
- Managing the College's database of images and processing reprographic enquiries
- Caring for the college's collection of silverware and artwork, including the maintenance of an up-to-date inventory
- Maintaining the pages relating to the Archives on the College website
- Ensuring that the archives are stored in such a way as to meet their long-term preservation and conservation needs;
- Liaising with the Oxford archives community as required
- Other duties as occasionally may be required for College in ways related to the broad area of responsibility.

Person Specification

Essential

- A good first degree
- A postgraduate qualification in Archives and Records Management recognised by the Archives and Records Association
- Experience in an archives' repository, preferably including work with born-digital or digitised materials
- Excellent IT skills and competence in automated cataloguing to modern archival standards
- Experience of conservation and reprographic issues
- Excellent written communication skills and very good oral communication skills
- Customer-focused, organised, self-motivated, able to prioritise work, achieve targets and respond in helpful and professional ways to all stakeholders.
- Capable of working both independently and as part of a team
- Committed to professional development

Desirable

- Experience of working with archives in an academic and/or Library environment
- Experience of maintaining records management systems
- Experience working with Digisafe and Expeio
- Experience in managing an art collection

Terms & Conditions

The appointment will be conditional on verification of the candidate's availability for employment in the UK. There will be an initial probationary period of nine months. During the initial probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation of the post the notice period will be three months on either side.

Salary: Appointment will be made at 0.6fte (21 hours per week) on Grade 7 of the nationally negotiated pay spine, currently £37,174 - £45,413 per annum accordingly £22,304 - £27,247 per annum for a 0.6fte post. Starting salaries are usually set at the lower end of the scale and are subject to any general increases applied to all base salaries of that grade based on the outcome of the annual, national pay negotiations. Some account of skills and experience may be considered.

Pensions: The appointee will be enrolled in the USS Pension Scheme unless they make a request in writing explicitly asking to opt out.

Meals: A free meal is provided in College for each day when the appointed person is at work when kitchens are open.

Healthcare: All staff are eligible to subscribe to the Oxford Colleges' Healthcare Scheme.

Hours: This is a permanent part-time post, working 21 hours per week (0.6fte). It is assumed that the hours will be worked over a 3-day working week. The office working hours are normally 9.00 am to 5.00 pm on Mondays to Fridays, with an unpaid hour for lunch each day.

Attendance at some College events outside of standard office hours will be essential (including in the evenings and at weekends). For any out-of-hours events attended time off in lieu will be given. The post-holder will be expected to work such hours as are reasonably required to meet the duties and demands of the role.

The College welcomes applications from those balancing additional responsibilities, and therefore flexible working arrangements will be considered.

Holidays: The appointee will be entitled to 38 days paid holiday pro rata each year including bank holidays (to be taken at times agreed with their line manager thereby ensuring the continued smooth running of the College).

How to Apply

Applications should consist of a detailed CV together with a short cover letter (no more than two sides). This should explain your interest in the role and particularly highlight the relevant strengths that you would be able to bring to it. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the interview stage.

Applications should be sent to human.resources@spc.ox.ac.uk

Though not mandatory, we also ask you to complete and return a college recruitment monitoring form.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone number that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

Closing Date: The closing date for applications will be Monday 6th January 2025 at noon (UK time). Late applications will not be considered.

Interested candidates wishing to discuss the post informally should contact the Bursar, Mr Simon Jones simon.jones@spc.ox.ac.uk.

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, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter's is an equal opportunities employer that supports and encourages under-represented groups and values diversity.