

# JOB DESCRIPTION

<b>Job title:</b>	Archivist and Archive Manager
<b>Line manager:</b>	MPIL Facilities Manager (dotted line to Publishing Operations Director, Pan Macmillan)
<b>Department:</b>	Archive
<b>Location:</b>	Basingstoke
<b>Purpose of the role:</b>	To manage the Archive of Macmillan Publishers in order to maintain and conserve it for ongoing business requirements and posterity. To provide archiving, information and records management services to the company (Macmillan Publishers International Ltd and Springer Nature including Palgrave Macmillan, Macmillan Education, Nature as well as Legal and Financial services). To develop and lead the archiving strategy (including digital), communication and policy in consultation with the company leaders.
<b>Responsible for:</b>	Assistant Archivist, Archive Facilities Assistant.

<b>Need to do</b>	
<b>Key tasks:</b>	<ul style="list-style-type: none"> <li>○ Develop and lead the archiving strategy, communication and policies, in consultation with the publishing division leaders.               <ul style="list-style-type: none"> <li>○ Support the publishing divisions in developing and communicating our company history and story, to further our business profile in the industry and beyond.</li> <li>○ To communicate about the archive within the company, to inform and keep informed about publishing and company history.</li> <li>○ To increase internal education about the value of the archive and foster richer and wider engagement with the archive.</li> <li>○ To manage enquiries related to company and publishing history for internal and external customers, which may involve providing historical information, on authors, publishing rights, anniversaries, projects etc.</li> <li>○ To provide material where required for exhibitions. (Internal and External)</li> </ul> </li> <li>○ Manage the Archive to maintain and develop it for the company needs and posterity               <ul style="list-style-type: none"> <li>○ Management of the Archive Library, which includes new library acquisitions, digitisation of library records, keeping the library up to date and accurate, overseeing management of the loans service and managing the existing storage areas.</li> <li>○ To be proactive in ensuring that historical records are deposited and to ensure that they are properly catalogued and conserved.</li> <li>○ To manage the sorting, cataloguing and storage of historical and confidential records including the storage of photos, images and other media such as oral history recordings in paper and in digital format.</li> <li>○ Maintaining good relationships with The British Library and Reading University where portions of the archive are held.</li> </ul> </li> <li>○ Manage the Records and Information Management Service for MPIL and Springer Nature (former Macmillan companies).               <ul style="list-style-type: none"> <li>○ Setting out procedures and providing training and advice on archiving of paper, physical records and digital records.</li> <li>○ To ensure that information/records are managed to comply with legal, business and posterity requirements.</li> <li>○ To manage the storage, maintenance, and retrieval of the paper archives and records.</li> </ul> </li> </ul>

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<ul style="list-style-type: none"> <li>○ Managing the archiving of paper records in line with policy and procedures.</li> <li>○ To oversee the management, deposit, and retrieval of archive boxes ensuring accurate records are maintained on the archive database.</li> <li>○ Arranging secure destruction of records in accordance with retention processes.</li> <li>○ Manage the Archive store, office, and team               <ul style="list-style-type: none"> <li>○ Manage space allocation and the end-to-end process of receiving, sorting and destruction of archive boxes</li> <li>○ To manage the Disaster Recovery plan and communicate with the Facilities Manager regarding Health and Safety and other issues.</li> <li>○ To manage the Archive staff team, ensuring their roles are developed and their performance is assessed in line with the overall archive strategy</li> </ul> </li> <li>○ Develop the digital archive strategy and activity               <ul style="list-style-type: none"> <li>○ Develop a digital strategy that supports the priorities of communication and archiving, including relevant integration with the publishing divisions' processes.</li> <li>○ Grow and maintain a digital archive, and in particular harvesting key digital communications between the business and its authors / illustrators / agents / other partner</li> <li>○ Work with the Technology team and publishing divisions to devise a roadmap for the technology that supports the archive, i.e. database or software, file formats etc.</li> <li>○ To maintain and manage digital records, furthering the digitisation of the Archive.</li> </ul> </li> </ul> <p><b>Key relationships:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Internal relationships throughout the company with staff in all divisions of MPIL, particularly of Pan Macmillan, Springer Nature in particular Palgrave Macmillan, Macmillan Education, Nature, and also with overseas companies from time to time</li> <li><input type="checkbox"/> Communications and Corporate Communications</li> <li><input type="checkbox"/> Rights, Contracts and Royalties teams</li> <li><input type="checkbox"/> Editorial and Design teams</li> <li><input type="checkbox"/> Legal, Management and Company Secretariat.</li> <li><input type="checkbox"/> Operations teams regarding storage and Health &amp; Safety</li> <li><input type="checkbox"/> External relationships with holders of the Macmillan Archive such as the British Library, Reading University Library etc.</li> <li><input type="checkbox"/> External relationships with suppliers</li> <li><input type="checkbox"/> Former members of staff who can inform about historical aspects of the company.</li> </ul>

Need to know
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Post-graduate qualification in Archives and Records Management, or equivalent</li> <li><input type="checkbox"/> Alternatively, relevant experience in managing records, archiving or in an archiving service</li> <li><input type="checkbox"/> A university degree</li> </ul> <p><b>Skills/knowledge:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A broad interest in books – literature, science, history and art</li> <li><input type="checkbox"/> Knowledge or experience of the publishing industry or book trade.</li> <li><input type="checkbox"/> Good numeracy and literacy skills are essential</li> <li><input type="checkbox"/> Excellent communication skills (written and verbal)</li> <li><input type="checkbox"/> Demonstrated ability to build strong and effective working relationships both internally and externally</li> </ul>



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- Management experience is desirable
- Subject matter expert in archival best practice, archive standards, and digital preservation
- Good skills in use of digital and communications technology
- Knowledge and experience of databases and archives software
- Proven administrative and organisational skills , able to organise material and people
- Self motivated; able to balance priorities and use initiative
- Thorough attention to detail
- Experience of research and investigative skills would be advantageous, as would an understanding of the requirements of researchers
- Awareness of Health & Safety issues
- Previous experience of working in a team as well as independently

### Need to be capable of

#### 1. Technical Capability

Uses technical / job knowledge and experience to meet and exceed job requirements / customer expectations. Efficiently manages workload and projects within set timelines and to agreed budget, achieving set objectives.

#### 2. Customer Focus (internal and external customers)

Nurtures and builds effective relationships through positive communication and recognising and delivering on internal and external customer's needs and opinions. Helps others to understand the implications of their decisions. Develops and sustains productive internal and external customer relationships. Continually focuses on achieving positive results contributing to the overall success of the business.

#### 3. Innovation & Influencing

Embraces creativity, innovation and is open to new ideas. Innovates to improve current working practices / products / technologies to provide business opportunities and results. Successfully influences others to accept and support an idea/proposal/plan.

#### 4. Problem Solving

Takes proactive initiative to identify current and potential problems and determines the best solution. Identifies the cause of problems and key issues through investigation; identifies effective, logical and practical solutions. Produces outstanding results both professionally and personally by being proactive and committed

#### 5. Leadership (incorporating team leadership, professional impact, networking, continuing professional development)

Creates a shared vision and passion for his/her group or business area and motivates others to work towards it.

Achieves results by setting goals using quality planning, analysis and decision making skills. Sets very structured plans and thinks through all possible contingencies.

Signed by the job holder \_\_\_\_\_ Date \_\_\_\_\_

Signed by the line manager \_\_\_\_\_ Date \_\_\_\_\_

With consultation this job description can be altered by management. Tasks included are not limited to those detailed above.

An electronic copy of this signed form should now be sent to your HR department.