

JOB DESCRIPTION

Job title:	Archive Manager (maternity cover)
Line manager:	MPIL Facilities Manager
Department:	Archive
Location:	Basingstoke
Purpose of the role:	To oversee the daily operations of the Archive at 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).
Responsible for:	Assistant Archivist, Archive Facilities Assistant.

Need to do
<p>Key tasks:</p> <ul style="list-style-type: none"> ○ To oversee the Archive Library of Macmillan publications. <ul style="list-style-type: none"> ○ Includes management of new library acquisitions, digitisation of library records, keeping the library up to date and accurate, overseeing management of the loans service and to manage existing storage areas. ○ To manage the Records and Information Management Service for MPIL and Springer Nature (former Macmillan companies). <ul style="list-style-type: none"> ○ Providing advice for the transference of records to the archive both in physical and digital format. ○ To ensure that information/records are managed to comply with legal, business and posterity requirements. ○ To manage the storage, maintenance, and retrieval of the paper archives & records. <ul style="list-style-type: none"> ○ Managing the archiving of paper records in line with policy and procedures. ○ To oversee the management, deposit, and retrieval of archive boxes ensuring accurate records are maintained on the archive database. ○ Arranging secure destruction of records in accordance with retention processes ○ To maintain the Archive for the company needs and posterity. <ul style="list-style-type: none"> ○ To be proactive in ensuring that historical records are deposited and to ensure that they are properly catalogued and conserved. ○ 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. ○ To manage the Archive store and office, including space allocation and the end to end process of receiving, sorting and destruction of archive boxes ○ 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. ○ To oversee the Archive staff team

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Key relationships:

- ☐ 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
- ☐ Rights / Contracts staff, Royalties,
- ☐ Editorial Staff
- ☐ Legal, Management and Company Secretariat.
- ☐ Operations teams re storage, Health & Safety etc
- ☐ External relationships with holders of the Macmillan Archive such as the British Library, Reading University Library etc
- ☐ External relationships with suppliers,
- ☐ Former members of staff who can inform about historical aspects of the company.

Need to know

Qualifications:

- ☐ GCSE grade A-C or equivalent in English and Maths
- ☐ A-level/ Degree an advantage in a relevant subject
- ☐ A Post-Graduate qualification in Archives and Records Management is an advantage, and / or relevant experience in the archive or heritage sector .
- ☐

Skills/knowledge:

- ☐ Background or interest in archives and information / records management
- ☐ A knowledge of publishing and the publishing industry is an advantage for this role, or experience in publishing or the book trade.
- ☐ An understanding of book trade history in particular the history of Macmillan would also be advantageous.
- ☐ Historical & literary knowledge.
- ☐ Organised, able to organise material and people.
- ☐ Self motivated; able to balance priorities and use initiative
- ☐ Thorough attention to detail.
- ☐ Excellent communication skills (written and verbal awareness of building strong and effective working relationships both internally and externally).
- ☐ Experience of research and investigative skills would be advantageous, as would an understanding of the requirements of researchers.
- ☐ Skills in handling and archiving of digital material including images and documents.
- ☐ Ability to plan and manage the storage areas effectively.
- ☐ Good skills in use of digital technology. Use of databases and Microsoft applications such as Excel, Word etc
- ☐ Able to demonstrate a calm and professional approach when working to deadlines; a can do attitude and willingness to take on a variety of tasks.

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Desirable experience:

- ☐ Background and interest in bookselling/publishing/book trade history.
- ☐ Experience in managing records and archive material.
- ☐ Experience in storing and managing digital information.
- ☐ Ability to multi-task and to work to deadlines.
- ☐ Proven administrative, organisational and some management skills
- ☐ Ability to problem solve
- ☐ Previous experience of working in a team as well as independently
- ☐ Ability to build and develop effective working relationships
- ☐ Awareness of Health & Safety issues

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.