

Post Details		Last Updated: 01/04/2025	
Faculty/Administrative/Service Department	Archives and Special Collections, Library and Learning Services		
Job Title	Project Archivist (E.H. Shepard Collections)		
Job Family	Professional Services	Job Level	3
Responsible to	Archives and Special Collections Manager		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
<p>The Project Archivist (E.H. Shepard Collections) is key to progressing processing work, to professional standards, on the critical mass of collections related to E.H. Shepard held within Archives and Special Collections at the University of Surrey.</p> <p>This fixed-term role is vital to improving access to the collections, particularly recent deposits to The Shepard Trust Archive. It will also enable information enhancement across all Shepard-related collections, and support awareness-raising and expanded engagement with these collections within the University community and with a broad range of external audiences.</p>			
<u>Key Responsibilities</u>			
This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none">1. Carry out appraisal, structuring, research, preservation, repackaging and cataloguing, on Axiell CALM, for significant additional deposits of archive material to The Shepard Trust Archive.2. Contribute to the enhancement of catalogue records and collections care for all three E.H. Shepard-related collections held at the University of Surrey.3. Create a priority list of items for future digitisation alongside collection processing tasks.4. Facilitate the discovery of new materials in the Shepard Trust Archive by enhancing visibility through the online catalogue, web page content, and listings on relevant sector platforms (e.g., Archives Hub).5. Develop and manage content for University of Surrey web pages as an authoritative place for all things related to E.H. Shepard collections and their use (e.g. exhibition processes, licencing, copyright, signposting to other collections etc). Ensure content accuracy by liaising with relevant stakeholders.6. Support researcher access to Shepard-related collections through research visits and enquiry service, as required.7. Promote engagement with the Shepard-related collections, in line with existing department approaches, through promotion to potential research communities and other audiences. Including, creating of content for social media channels, exhibition loan support work, and contribution to other engagement and outreach activities around E.H. Shepard as required.8. Support any activities related to <i>Winnie-the-Pooh</i> centenary activities (2025-2028), as required.			
N.B. The above list is not exhaustive.			
All staff are expected to:			
<ul style="list-style-type: none">• Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.• Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.• Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.• Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.• Undertake such other duties within the scope of the post as may be requested by your Line Manager.• Work supportively with colleagues, operating in a collegiate manner at all times.			
Help maintain a safe working environment by:			
<ul style="list-style-type: none">• Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.• Following local codes of safe working practices and the University of Surrey Health and Safety Policy.			

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- Key tasks relate to appraising, structuring, preserving and cataloguing large deposits of unorganised artwork by E.H. Shepard. An approach for organising and documenting these materials over the life of the project will need to be assessed and planned in consultation with line manager and Archives team members in the initial months of the project.
- Once an approach is agreed, objectives will be set as part of annual team planning. The postholder will have responsibility for ensuring the work is carried out to agreed schedules and should work in a proactive and independent manner to organise and prioritise their work to meet their objectives.
- They will be expected to identify issues and resolve these in line with department processes or discuss them with their line manager or relevant team members.
- They will need to be flexible and reactive to any changing demands that arise, reprioritising their workload accordingly.
- The postholder will also need to balance the more systematic processing and cataloguing work with the demands of broader activities such as researcher support or engagement activities related to Shepard, ensuring that they can keep to agreed timescales.

Problem-Solving and Decision-Making

- The main challenge will be making sense of the disordered papers, and making decisions about series of material within them, in order to create a catalogue structure that makes sense for all users. This will be done through prior experience of appraising and arranging collections, building knowledge around existing catalogued collections and Shepard's body of work, and gradual familiarisation with uncatalogued materials.
- Research will be required to identify some artwork and the publications or purposes it was intended for. The postholder will be expected to apply reasonable personal initiative to pursue this research, identify and document sources, and refer to their line manager for guidance when matters are complex or unclear.
- For cataloguing, the postholder will draw on previous experience and their professional knowledge of archive sector standards and appropriate legislation, such as ISAD(G), FOI and Data Protection. There are department procedures and processes to follow, and guidance can be sought from other team members.
- The post-holder is expected to apply reasonable personal initiative and judgement when faced with situations where previous experience does not apply, defining the problem and discussing such issues with appropriate colleagues or refer to existing procedures and guidance to aid resolution.
- Preservation supplies required for the collection will need to be assessed and decisions made about the storage methods and most cost-effective options. Standard supplies used by the department are documented but any specific needs will need to be evaluated and proposed.

Continuous Improvement

- The postholder's work on new accessions will enhance existing information held both administratively by the team and within collection catalogues. The postholder will work with other team members to ensure that there is clarity and consistency of information across all collections.
- They will develop ways for mapping and documenting the information ascertained through their research into Shepard's work, so that this can be applied across collections as appropriate, either during the project or later by other team members.
- The postholder will take a proactive approach to their work, making suggestions for any improvements within their area of responsibility or, if applicable, the wider archive service.

Accountability

- Once initial approaches to their work are agreed, the postholder is expected to take responsibility for the day-to-day elements of their role, working with minimal supervision to specified objectives and deadlines, and to ensure the project stays on track and progresses well.
- They will be expected to identify and discuss any potential delay to plans as they arise or in a timely manner with their line manager.
- The postholder will meet regularly with their line manager, and where appropriate other team members, to report on progress, share knowledge, and raise any issues identified.
- They will carry out their work using existing department processes and procedures and apply their professional knowledge to make judgements about elements of the work that are non-standard or require further investigation. They will refer more complex or sensitive issues to their line manager.

- The post-holder should be able to appraise and manage their workload and respond to conflicting demands, adapting their approach to manage concurrent workstreams or reprioritisation of tasks, yet seeking guidance if priorities are unclear.
- The post-holder will be expected to know when to seek guidance to carry out their duties and departmental activities to expected levels of service provision.
- Their work will enhance information about and access to the critical mass of unique collections related to E.H. Shepard held by the University of Surrey and will involve liaison with stakeholders such as The Shepard Trust as required, in a manner which ensures our positive relationships are sustained.

Dimensions of the role

- The postholder will have responsibility for ensuring the project meets specified targets, processing a large quantity of archive records, and complete the work required.
- They will work within an agreed budget for preservation supplies, tracking these and highlighting where additional or specialist materials or work may be required.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

HNC, A level, NVQ 3, HND level or equivalent with a number of years' relevant experience.
Or: Broad vocational experience, acquired through a combination of job-related vocational training and considerable on-the-job experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles

E

Postgraduate qualification in Archives Management/Administration or substantial equivalent experience working within archives services

E

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/
Desirable**

**Level
1-3**

Significant experience of cataloguing archives, using archive management systems such as Axiell Calm, and of collections care to professional standards such as ISAD(G), ISAAR (CPF), and BS4971:2017 / BS EN 17820:2023

E

3

Experience of processing and cataloguing large collections, from appraisal to arrangement and completed catalogue

E

3

Proven ability to plan project-based work, prioritise and manage competing workloads, and be responsive to changing demands

E

2

Knowledge, understanding and practical application of relevant legislation including Copyright, Data Protection and FOI in relation to archives

E

2

Proven ability to undertake research related to collections and produce information for varied outputs or purposes

E

2

Experience of promoting collections to different audiences

E

1

Experience of supporting researcher visits and enquiry service work

E

1

An interest in and knowledge of art and Victorian/early 20th-century history

D

N/A

Experience of using archive collections in exhibitions

D

N/A

Special Requirements:

**Essential/
Desirable**

Ability to handle heavy objects using manual handling guidelines

E

Ability to work outside of regular office hours on occasion for events and activities

E

Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.

**Level
1-3**

Communication

3

Adaptability / Flexibility

2

Customer/Client service and support

2

Planning and Organising

2

Continuous Improvement

2

Problem Solving and Decision-Making Skills

2

Creative and Analytical Thinking

2

Influencing, Persuasion and Negotiation Skills

1

Strategic Thinking & Leadership

N/A

Managing and Development Performance

N/A

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information You should include a short statement on the background of the Faculty and/or the department in which the post holder will be operating. You may also wish to include any other useful information to an applicant e.g. why the project exists, what the strategy of the department is etc.

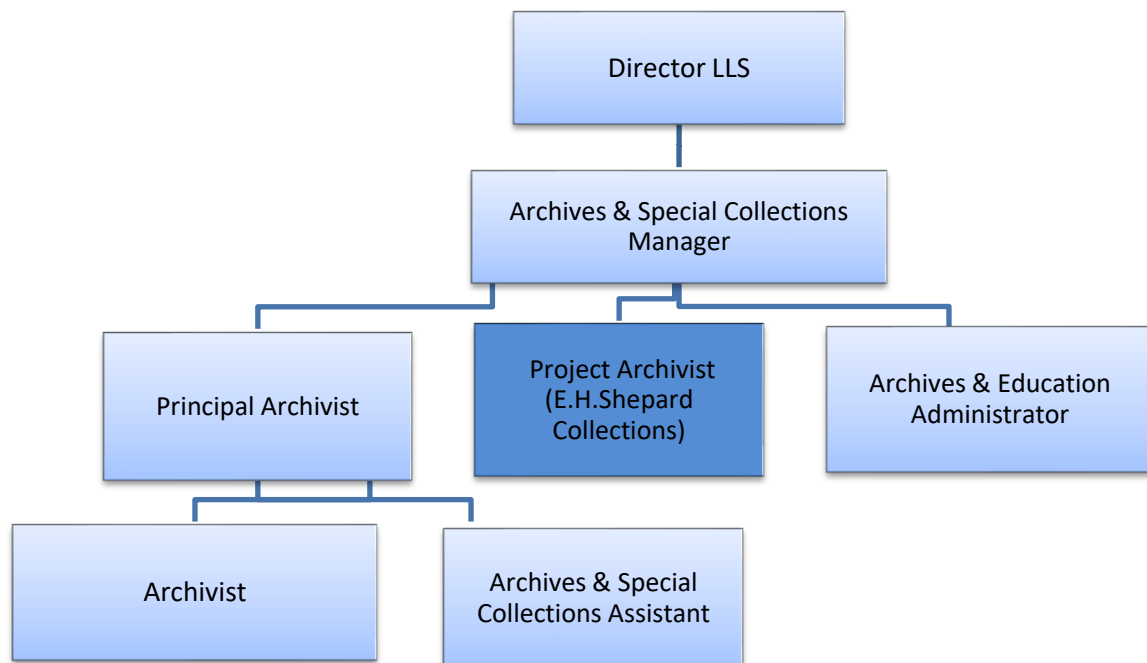
Archives & Special Collections is part of the larger Library and Learning Services (LLS) department providing resources and learning development support to the student, research and academic community at the University. Archives & Special Collections is one of several specialist teams within this larger Professional Services department providing specific support and services.

The team's work includes preservation, curation, management, access provision, promotion and engagement for a range of primary research collections held by the University of Surrey. Key collecting strands include the University's institutional archive, the varied collections of the National Resource Centre for Dance, the E.H. Shepard Archive and related collections, and a range of smaller special collections which support specialist areas of teaching and research within the University. The department is also responsible for management of the University Art Collection and a strategy and working processes for this are due to be developed.

Key to the work the department undertakes is collections-based teaching and research support, which enhances student experience and academic activities, and broader engagement and outreach activities which raise awareness of the archives and value of heritage within broader communities.

The E.H. Shepard Project Archivist post has been funded by a gift from The Shepard Trust to focus most specifically on processing later deposits to the collections, enhancing information around these archives, and contributing to awareness-raising and engagement activities related to Shepard.

Department Structure Chart



Relationships *This is not an exhaustive list of every relationship the post holder has but is a brief description of those that play an important part in the post holder successfully carrying out the role. It should identify the significant internal and external relationships and contacts that the post holder has in their job and describe the overall purpose and nature of those relationships (i.e. exchanging information, negotiating, networking, etc.)*

Internal

- Close liaison with the Archives and Special Collections Manager and Archives team to ensure department processes and approaches are adhered to and the role connects with the overall services of the team.
- Library colleagues regarding wider LLS service provision and operational issues.
- Academic staff and researchers regarding collections use.
- Internal departments such as Advancement, Marketing, Communications and Public Relations who may be key users of or stakeholders in the archives and special collections and/or help with promotion of our work and community links.
- Information Compliance Unit staff regarding data protection issues.

External

- The Shepard Trust as owners of The Shepard Trust Archive and in relation to copyright and collection issues.
- Liaison with other repositories who hold materials related to E.H. Shepard.
- External researchers with relation to use of collections.
- Professional archive colleagues for information exchange, networking and professional development.