Job Description

Position/Job Title:	**Archivist - National Centre for Computer Animation (NCCA)** **(0.2 FTE, Fixed-Term)**
Ref:	**FMC219/POSN101292**
Location/Building:	**Weymouth House, Talbot Campus**
Faculty/Professional Service:	**Faculty of Media and Communication**
Group/Section:	**NCCA**
Duration if temporary:	**Fixed-Term until 30th September 2023**
Normal hours per week: **(Some flexibility will be required in order to ensure that key time scales and deadlines are met).**	**0.2FTE**
Grade:	**6**
Accountable to:	**Project Manager- Project board**
Special conditions:	**Part of working activities will involve developing computer codes to design a robust unique platform for the collection**

Job Purpose

The post holder will manage, preserve and provide access to the University archives and will develop the archive as a key research resource in line with best practice and standards.

The post holder will support NCCA Archive Collection research bids that use archive material and develop strategies and practical methods for optimising the existing collections as research material.

Main Responsibilities

1.   The post-holder will work alongside the NCCA Project manager and Archive Team to provide specialist archive support for staff, students and researchers and will:

2.   Scope the archive collections, manage external digitisation and develop selected projects based on NCCA Collection, files and other materials, that could be more widely disseminated as digital objects.

3.   Write bids with academic staff in the Faculty of Media and Communications.

4.   Work with Project manager and Artop archive team, to develop an archive collections strategy including the development of a ten-year plan to catalogue and curate materials to create item-level description.

5.   Specialise in and document IPR/Copyright issues across all aspects of NCCA Archive Collections.

6. Ensure appropriate engagement with BU's Research Data Management Policy and Strategy and in particular, develop specific expertise in the area of computer code with the aim of supporting BU to develop a more robust management solution for this key research and IP asset.

7. Contribute to work aimed at securing a long-term home for the archive in an appropriate preservation environment.

8. Consider strategic development of the archive through selective acquisition and active management with reference to academic colleagues and the core purposes of the University's learning offer.

9. Ensure the appropriate preservation of the collection from security to environmental management and (where required) conservation.

10. Facilitate the discovery and use of key parts of the archive collections, working with BU researchers to optimise their experience.

11. Support schools and communities, undergraduates, taught postgraduates (PGT's) and research postgraduates (PGR's) in their use of archival collections.

12. Contribute to the design and development of ONLINE archive and researcher workspace as part of BU2025 Fusion plans and NCCA Archive Collections for posterity.

13. Keep up-to-date with relevant professional developments and contribute to the professional knowledge base for example through online forums, publication or conference presentations.

14. Produce and maintain a micro site blog or web site to communicate archive developments to local schools and community and BU academic community.

Dimensions
Extensive online liaison with local schools, community and academic staff and students of the Faculty of Media and Communication who are significant users of the existing collections.

Liaison with University professional services ranging from Legal Services to Estates Services linked to planning for assessment and migration of existing collections and acquisitions of new collections.

Contacts

Internal:
Project Manager
Faculty academic staff up to Executive Dean
Students at Undergraduate, Taught Postgraduate and Research Postgraduate levels
IT Services – up to Head of Service level
Estates Services– up to Head of Service level
Legal Services – up to Head of Service level
Marketing and Communications – up to Head of Service level

External:
Local Schools
BCP Council
Dorset History Centre
Heritage Lottery Fund
British Library
The National Archives
Ofcom
BBC
Liaison with depositors and donors in managing and exploiting the collections

Liaison with external groups, both organisations and individuals, to deliver services, promote the exchange of information, and bring in best practice
Bournemouth and Poole Public Library Authorities

Challenges
The NCCA archive collection's assets are located in different locations within the University. Access is controlled and materials have to be brought to the University library on a pre-request basis. Redevelopment plans include a removal of physical archival assets from University premises, which will require a professional assessment of current holdings in order to determine: collection condition, storage requirements and assessments of what to relocate and what to retain on University campus. Owing to the volume of the materials, which include storage media holding graphics and animation computer code, the collections largely remain uncatalogued at item level, meaning that valuable content is undetected and unused. Part of the consolidation of the assets will include cataloguing and - where appropriate - digitisation. It is also likely that the existing collections will be enlarged by a donation which will increase archive holdings by 50%.

The post holder will liaise with the donor to ensure smooth transition of collection ownership including transport, relocation and collection records. The post holder will also need to work with the NCCA Academic team, BCP Council, local schools, and with legal advisors from the University and donors to ensure that copyright, data protection and rights issues are addressed appropriately.

From a Faculty perspective, computer code presents an increasing challenge for research data management and curation owing to its data curation, preservation and reproducibility needs. The post holder will develop specific expertise in this area with the aim of supporting NCCA learning material, to develop a more robust management solution for this key research and IP asset.

Information Governance Responsibilities

Data User
    i.   Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Additional Information

NB:
The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

February 2021

Person Specification

Position/ Job Title: Archivist National Centre for Computer Animation (NCCA) (0.2 FTE, Fixed-Term) Position No: FMC219/POSN101292	
Faculty / Service: Faculty of Media & Communication	Date: February 2021
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Appropriate honours degree, or equivalent, relating to the key subject matter or in a related area	E
Postgraduate degree or diploma, or equivalent, in Archive Administration and professional skills	D
Postgraduate degree or diploma or equivalent work experience in a subject relating to the Visual Arts	E
Good knowledge of professional standards e.g. ISAD(G) relating to archive administration	D
Good knowledge of ICT within an archival environment	D
Knowledge of the HE sector and its use of archives	D
Knowledge of broadcast media archives or relevant discipline in TV or radio	D
Knowledge of Data Protection, Intellectual Property Rights and Copyright in a digital media context	E
Experience of working within a professional archival context	D
Knowledge of digital curation practices	E
Skills	
Speaking & working with student groups	D
Experience of dealing with the public and other groups in an archives and local studies environment	D
Attributes	
Ability to work on own initiative	E
Ability to train and develop peer colleagues	E
Able to understand researcher needs and to develop support strategies as appropriate	E
Good communication and presentation skills	E
Ability to work methodically, with care and to a high standard	E