**Role Title: Manuscripts Curator (Discovery and Access)**

**Reporting to: Head of Archives and Manuscript Collections**

**Salary: Pay Point H**

**Location: Edinburgh**

**Role purpose:**

The National Library of Scotland holds archive and manuscript collections dating from the 9th century to the present day. The Library is committed to making its collections as open and accessible as possible, this role is crucial in ensuring that users can effectively explore, search and discover the Library’s archival collections.

This role will lead the development of discovery and access services for Archives and Manuscript Collections. This includes responsibility for the management of the archive and manuscripts cataloguing system, the development of procedures and process for the management of born-digital archives and planning for the retro-conversion of legacy finding aids in various formats.

**Duties and Responsibilities:**

* Manage and develop the Archives and Manuscript Collections cataloguing system (ArchivesSpace), working closely with the Library’s Systems Team to build user-led functionality through innovation and ongoing engagement with the wider ArchivesSpace community
* Manage and develop collections management functionality within the ArchivesSpace system, working with relevant colleagues in Collections Care, Collections Support Services, Information Management and others as required
* Lead development of Archives and Manuscript Collections use of the Library’s Digital Asset Management System to provide access to both digital surrogates and born-digital archival material
* Develop and update divisional cataloguing manuals and the implementation of relevant standards and contribute to ongoing inclusive language initiatives
* In collaboration with colleagues develop connectivity between the Archives and Manuscripts cataloguing system and other Library systems as appropriate
* Monitor external developments in archival cataloguing systems, standards and practices, suggesting and implementing changes to Library practices as required
* Monitor and evaluate evolving mechanisms for widening access to the Library’s Archives and Manuscript content, including collaborative projects and union catalogues
* Lead the recording and organisation of documentation of processes and procedures relating to manuscript ingest, disclosure and access
* Improve the implementation and use of systems by transferring and improving skills through documentation, training and coaching

Born-digital archives

* In consultation with the Digital Preservation Manager, and other appropriate stakeholders, develop and maintain policies, processes and procedures for the description of and access to born-digital manuscripts
* Monitor external developments in born-digital descriptions and access through the corpus of literature on born-digital management and by developing contacts with other digital archivists, ensuring that the Library’s processes and practices remain current and effective
* Co-ordinate Archives and Manuscripts born-digital processing workflow in accordance with developed policies, processes and procedures including:
  + providing guidance and advice to accessioning curators and potential donors over the accession of born digital manuscripts
  + developing processing plans to support the arrangement and description of born-digital archives
  + working collaboratively with the Digital Preservation Manager over the transfer of newly ingested born-digital manuscripts into the digital store and the creation and issue, within the constraints of intellectual property rights and data protection issues, of access copies of such manuscripts to the public
  + working with the Digital Preservation Manager to set up work flows for the assignment of digital preservation tasks to the Digital Preservation Assistant, ensuring Archives and Manuscripts preservation requirements are being met
  + Build capacity for working with born-digital records in the Archives and Manuscript Collections curatorial team through training and guidance, devolving some of the above functions to individual curators over time

Retroconversion

* Plan and deliver the migration of information from the printed and typescript manuscript catalogues to the catalogue system and related software
* Migrate into the cataloguing system all descriptions currently held in digital form independently of the system

Administrative and general

* Assist with external development for the areas of responsibility by contributing to proposals and applications for fundraising
* Participate in meetings, seminars, working groups, forums and projects, both internal and external, as appropriate to the areas of responsibility
* Maintain accurate statistics for catalogue based activities, providing data analysis and reports as required
* Undertake the management or supervision of cataloguing and associated projects as required
* Undertake any other appropriate duties assigned by the Head of Archives and Manuscripts Collections
* Follow an appropriate programme of continuing professional development

**Core Competencies**

**Delivering Results (Core)** – Take personal responsibility for achieving the right results for the Library

**Customer Focus (Core)** – Understand and, within our capability, meet actual and potential internal and external customers’ needs

**Collaborative Working (Core)** – Working together effectively to achieve common goals through sharing skills, knowledge and information. Collaborating with others to improve services and reduce costs

**Person Specification:**

**Skills, abilities and knowledge**

***Essential***

* Excellent verbal and written communication skills, including the ability to explain complex issues to a wide range of audiences and to convey information in an engaging and effective way
* Excellent interpersonal skills, with ability to build positive working relationships to engage staff at all levels across the Library and to work effectively with external stakeholders
* Good analytical and problem-solving skills, combined with the ability to make complex evidence-based decisions
* Good general ICT literacy, combined with a good knowledge of archive systems and digital library developments and practices
  + Good understanding of databases and their administration
  + Good understanding of the management of born-digital archival material
  + Good understanding of the management of digital audio-visual material
  + Good understanding of metadata for archival material and the systems for its delivery
* Detailed level of knowledge of archival cataloguing practices and processes
* Excellent awareness of archive sector best practice and developments including Equality, Diversity and Inclusion work
* Good understanding of relevant legislation, including data protection and intellectual property laws
* Ability to work independently without close supervision, to be self-motivating and act with judgement and initiative
* Ability to plan, prioritise and manage a diverse programme of work, and to deliver planned work to deadlines with the flexibility needed to respond to new demands
* Ability to play a positive role in teams and to motivate and encourage colleagues and other stakeholders
* Ability to manage projects, including collaborations with external partners, and to line manage project staff
* Familiarity with social media and web content
* An honours degree in a relevant subject or equivalent experience
* A relevant professional qualification or equivalent experience

***Desirable***

* Excellent understanding of role of national and research libraries and archives, the needs of their users, and the wider research environment

**Personal qualities**

***Essential***

* Enthusiasm for historical and nationally significant collections
* Strong user-focus with a desire to achieve consistently high standards of service
* Commitment to supporting the Library’s strategy and vision
* Positive attitude towards change and innovation
* Enthusiasm for archive sector developments and engagement

**Further Information:**

Applications to be submitted via our recruitment site:

[http://www.the Library.engageats.co.uk/Welcome.aspx](http://www.nls.engageats.co.uk/Welcome.aspx)

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**Selection Procedures:**

The applicants who meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.