GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

We have 3,000 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,000 face-to-face Master’s and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 55,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we placed 151-200 overall, and ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health in the 2019 QS World University Rankings.
In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health and social sciences and biomedical. LSHTM ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen’s Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. (LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates).

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

The Library & Archives Service

The primary role of the Library & Archives Service (LAS) is to support the London School of Hygiene & Tropical Medicine (LSHTM) in its mission to improve health and health equity in the UK and worldwide, working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice. The Library & Archives Service seeks to provide excellent information-related services, resources and support to LSHTM’s staff and students, and to contribute to a creative and supportive working environment in line with LSHTM’s values. The Library & Archives Service also welcomes external researchers and visitors who wish to consult its specialist collections.

The archives of LSHTM date from the mid-nineteenth century and consist of correspondence and personal papers of scientific, medical and global health professionals involved in the search for preventative measures and cures to diseases including malaria, filariasis, cholera and leprosy. These include the papers of Sir Patrick Manson (tropical medicine specialist), Sir Ronald Ross (malarialogist) and Peter Piot, Director of LSHTM and co-discoverer of the ebola virus. There are also large collections on nutrition and HIV/AIDS, as well as the administrative papers of the institution, an extensive photographic collection, and scientific and medical artefacts. These resources relate to the United Kingdom and countries in Asia and Africa. Further information on LSHTM’s archives is available at https://www.lshtm.ac.uk/research/library-archives-service/archives. The archives service also provides a records management service and support for research data management within LSHTM.

The Library & Archives Service organogram is attached.

The Post

- The post is based in the Library & Archives Service led by the Head of Library & Archives Service.
• The post is based within the Archives & Records Management Team and reports to the Assistant Archivist.
• The post holder is required to work 9.30am-5.30pm five days a week.
• There may be occasions when members of staff are approached to work at other times in order to cover for colleagues who are off sick or on leave.
• The post is full-time permanent.
### Job Description

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Archives Assistant</th>
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<tr>
<td><strong>Department:</strong> Library &amp; Archives Service</td>
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<td><strong>Faculty/Professional Service:</strong> Professional Services</td>
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<td><strong>Location:</strong> London</td>
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<td><strong>Reports to:</strong> Assistant Archivist</td>
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<td><strong>Responsible for:</strong> N/A</td>
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<tr>
<td><strong>Full Time/Part Time/Casual:</strong> Full Time Permanent</td>
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<td><strong>Grade:</strong> PSP Grade 3</td>
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#### Overall Purpose of the job

The Archives Assistant is based within the Archives & Records Management Team within the Library & Archives Service (LAS), reporting to the Assistant Archivist. The Archives Assistant is responsible for supporting and assisting all aspects of the delivery of archive services, ensuring an excellent standard of customer service.

The post holder is responsible for the day-to-day running of the Archive Search Room, including answering enquiries, arranging appointments, providing advice and assistance and supervising researchers during their visit. The post holder is also responsible for the day-to-day operation of LSHTM’s records management service, liaising with internal and external stakeholders to ensure the smooth transfer of records between LSHTM and the records management stores.

The Archives Assistant works with the team on the development and production of exhibitions to promote the Archives, undertaking research as required, and assists with the delivery of dissemination activities such as tours, events, training sessions and seminars. The post holder assists the Assistant Archivist to sort, list and catalogue existing and new collections of archives, ensuring material is catalogued to recognised standards on the system (CALM). They also ensure the long-term preservation of archive material through proper packing and storage, and take primary responsibility for cataloguing images onto the organisation’s image repository (AssetBank).

The Archives Assistant actively engages with users to promote the service and to gather feedback, and actively contributes to the development of the service. The post holder participates in staff meetings and events and induction training as required.
### Principal Duties and Responsibilities (Examples)

#### Communications
- Communicating regularly with relevant LSHTM staff and external institutions/organisations in the operation of archive services
- Designing and producing signage, guides and web information for Archive users
- Communicating daily with the Archives Team, and with Archive users in the course of answering enquiries received in person, by telephone, via email and social media
- Providing written and verbal reports to the Assistant Archivist and Archivist & Records Manager on matters relating to archive services
- Promoting the Archive services and collections to members of LSHTM and beyond

#### Teamwork and Motivation
- Working with the Assistant Archivist, Archivist & Records Manager and other Library & Archives Service staff to ensure the successful delivery of archive services
- Providing cover for absent colleagues, particularly those working in the Archives Team, often at short notice
- Participating in staff meetings and events and induction training as required
- Contributing actively to the work of the Library & Archives Service in its support of the work of LSHTM

#### Liaison and Networking
- Engaging with users and liaising with relevant LSHTM staff and external institutions/organisations in the delivery and development of archive services
- Maintaining awareness of developments within LSHTM and within the field of archives & records management

#### Service Delivery
- Ensuring an excellent standard of customer service in the delivery of archive services
- Operating the Archive Search Room, ensuring that all enquiries and transactions are dealt with efficiently and in a timely manner
- Assisting with the sorting, listing and cataloguing of existing and new collections of archives, and with the long term preservation of archive material
- Cataloguing images onto the image repository and assisting in the operation and management of the records management service
- Promoting the Archive’s services and collections to members of LSHTM and beyond
- Dealing with enquiries received in person, by telephone, via email, Service Desk and social media

#### Decision Making
- Following existing procedures to make decisions in response to specific queries from Archive users, Archives staff, relevant LSHTM staff and external institutions/organisations, often alone
- Working with minimal supervision and taking decisions when the Assistant Archivist and Archivist & Records Manager is absent, exercising appropriate judgement as to when a matter should be referred to another member of staff

#### Planning and Organising
- Planning own work and daily activities to ensure that competing priorities are achieved and that service standards are met
- Assisting with the sorting, listing and cataloguing of existing and new collections of archives, with the long term preservation of archive material, cataloguing images
onto the image repository and assisting in the operation and management of the records management service
- Contributing to regular team meetings and events about archive services

**Initiative and Problem Solving**
- Answering queries from Archive users, Archives staff, relevant LSHTM staff and external institutions/organisations based on experience and knowledge
- Interpreting information and context in order to resolve problems and provide a professional service to users, exercising appropriate judgement as to when a matter should be referred to another member of staff

**Analysis and Research**
- Collating statistics and monitoring service standards
- Undertaking research using the collections to answer enquiries, create exhibits and write blog posts

**Additional Information**

**Generic duties and responsibilities of all LSHTM employees**

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder.

The post holder will carry out any other duties, tasks or responsibilities as reasonably requested by the Assistant Archivist, Archivist & Records Manager or Head of Library & Archives Service.

The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.
Person specification

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively. Applicants will be shortlisted solely on the extent to which they meet these requirements.

**Job Title:** Archives Assistant

**Department:** Library & Archives Service

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<thead>
<tr>
<th>Competency</th>
<th>Evidence</th>
<th>E/D</th>
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<tbody>
<tr>
<td><strong>Education, Qualifications and Training</strong></td>
<td>• A recognised degree</td>
<td>E</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>• Proven experience of delivering excellent customer service</td>
<td>E</td>
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<td></td>
<td>• Experience of working in a higher education or medical archive</td>
<td>D</td>
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<tr>
<td><strong>Knowledge</strong></td>
<td>• Demonstrable knowledge of issues relating to the delivery of archive services</td>
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<td></td>
<td>• Knowledge of and interest in developments in the field of archives &amp; records management</td>
<td>D</td>
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<tr>
<td><strong>Personal Qualities</strong></td>
<td>• Excellent oral and written communication skills, including the ability to effectively communicate complex information to a variety of audiences</td>
<td>E</td>
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<td></td>
<td>• Service oriented with excellent interpersonal skills, including the ability to quickly establish effective working relationships with staff and students from a variety of backgrounds</td>
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<td></td>
<td>• Excellent organisational skills, including the ability to prioritise work and adopt a flexible approach</td>
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<td>• Proven ability to work as a member of a team without supervision</td>
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<td></td>
<td>• Proven ability to take responsibility and demonstrate initiative</td>
<td>E</td>
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E=Essential: Requirement without which the job could not be done  
D=Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: April 2019

**Further information**

Further information on LSHTM can be obtained from the website at http://www.lshtm.ac.uk/

The Library & Archives Service website is at https://www.lshtm.ac.uk/research/library-archives-service
Asylum & Immigration

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points