

JOB DESCRIPTION



Job Title: Assistant Archivist (0.7 FTE)
Department: Library, Archive & Open Research Services
Faculty/Professional Service: Central Services
Location: London
Reports to: Archivist & Records Manager
Responsible for: Archives Assistant
Full Time/Part Time/Casual: Part Time/Permanent
Hours: 0.7 FTE
Grade: Grade 5
Overall Purpose of the job: The Assistant Archivist is based within the Archives & Records Management Team within Library, Archives & Open Research Services (LAORS), reporting to the Archivist & Records Manager. The post is responsible for all aspects of the delivery of archive services, ensuring an excellent standard of customer service. All duties are delivered on site. The Assistant Archivist manages the Archives Assistant, and occasional volunteers and placement students working within Archives & Records Management. The post holder manages the Archive Search Room, and is responsible for the training of all archives staff and volunteers in their duties and for the documentation of associated procedures. The Assistant Archivist oversees enquiries, access, appointments and supervision of the use of materials within the archives, and is responsible for the administration of associated records. The post holder promotes the archives through exhibitions, presentations, tours, web information and social media, working closely with LSHTM's Communications & Engagement team, Centre for History in Public Health and others. The Assistant Archivist is responsible for surveying, sorting, appraising and cataloguing existing and new collections of archives, and for ensuring the long term preservation of archive material. They maintain LSHTM's image repository, and assist in the operation and management of LSHTM's records management service, a key part of LSHTM's information governance infrastructure and compliance framework. The Assistant Archivist actively engages with users to promote the service and to gather feedback, and actively contributes to the development of the service, including working in accordance with the Archives Service Decolonising the Archives Principles. The post holder participates in staff meetings and events, dissemination activities, and staff recruitment as required. The post holder is required to work 13:30-17:00 on Tuesdays and 09:00-17:00 Wednesday-Friday. All LAORS staff participate in staff meetings, events and training and user training sessions as required.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

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.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

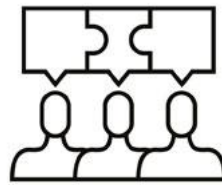
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

The primary role of Library, Archive & Open Research Services (LAORS) is to support 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. Library, Archive & Open Research Services 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. Library, Archive & Open Research Services also welcomes external researchers and visitors who wish to consult its specialist collections.

Library, Archive & Open Research Services provides an excellent standard of customer service in the delivery of services to users and offers an extensive programme of information skills teaching and support. It facilitates access to a comprehensive collection of printed and electronic material in the fields of public and global health, including the archives of LSHTM which date from the mid-nineteenth century and consist of correspondence and personal papers of scientific, medical and global health professionals. Library, Archive & Open Research Services also provides support for open access publishing, research data management and open science within LSHTM, and is responsible for LSHTM's records management service and LSHTM Press.

The Library, Archive & Open Research Services organogram is attached. To discover more about LAORS please visit <https://www.lshtm.ac.uk/research/library-archive-open-research-services>

Main Duties and Responsibilities

Archives Service

- Manage the archive search room including liaising with researchers, arranging appointments, providing advice and assistance on the collections and supervising use of materials.
- Answer written and verbal enquiries from researchers, both from within LSHTM and from the wider research community.
- Manage the Archives Assistant and other staff or volunteers based in the team (placement students, volunteers, short term cataloguers).
- Promote the archive service through dissemination activities including presentations, displays, tours, social media and contributing to the archives website.
- Survey, sort, appraise and catalogue existing and new collections of archives, including identifying appropriate projects for volunteers, placement students and other short-term staff.
- Assist in the management of the accession of new collections, including liaison with depositors.
- Catalogue materials according to national and international standards on a CALM database and make collections accessible on the web-based interface.
- Ensure the long-term preservation of archive material through the proper packing, storage and handling of archive material.
- Monitor the environmental conditions of storage areas, taking remedial action and liaising with the National Conservation Service and LSHTM Estates department as necessary.
- Adhere to the LSHTM Archives Service Decolonising Principles, and contribute to the development of the service's approach to inclusive practice.
- Assist in the management of LSHTM's image repository (Assetbank).
- Assist in digital preservation measures to ensure the long-term preservation of digital archives.
- Assist in the development and revision of the Archives Service procedures and policies
- Assist with project management responsibilities for projects run by the Archives Service.

- Initiate ideas for projects and activities with the team for the archives operating plan.

Records Management Service

- Assist in the operation and management of the Records Management Service including processing deposits, arranging retrievals and disposing of records.
- Provide advice to LSHTM staff on their records.

General

- Deputise for the Archivist & Records Manager at internal and external meetings and events where necessary.
- Provide written and verbal reports to the Archivist & Records Manager.
- Participate in LAORS staff meetings and events.
- Contribute actively to the work of the LAORS in its support of the work of LSHTM.
- Work with minimal supervision and take decisions when the Archivist & Records Manager is absent, exercising appropriate judgement as to when a matter should be referred to another member of staff.
- Keep abreast of professional developments in archives & records management, and advise on their application within LSHTM as appropriate.

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 consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM 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 and Development Review (PDR).

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.

Competency	Evidence	E / D
Education, Qualification and Training	A recognised postgraduate qualification in archive administration	E
Experience	- Proven experience (minimum 1 year pre or post qualification) of working in an archives environment - Proven experience of sorting, appraising and cataloguing collections - Experience of working in an archives search room - Experience of using archival cataloguing software - Experience of supervision of staff and volunteers	E E D D D
Knowledge	- Demonstrable knowledge of international standards in archival description - Demonstrable knowledge of best practice and innovation in the archives profession - Knowledge of and commitment to inclusive practice	E E E
Attributes	- Excellent oral and written communication skills, including the ability to effectively communicate complex information to a variety of audiences - Customer focussed and able to work together with staff and service users from diverse cultural backgrounds and life experiences - Excellent organisational skills, including the ability to prioritise work and adopt a flexible approach - Excellent IT skills and proven ability to work with a high level of accuracy and attention to detail - Proven ability to take responsibility, demonstrate initiative and resolve basic problems without direct supervision - Ability to work towards common goals as part of a team, with an awareness of how your work fits in with others and its importance in the wider context, and willingness to develop existing skills and to acquire new skills to support service excellence	E E E E E E

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: June 2025

Salary and Conditions of Appointment

The post is permanent and part-time, 24.5 hours per week, 0.7 FTE. The salary will be on the LSHTM salary scale, Grade 5 scale in the range £39,984 - £45,728 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, 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 UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.