



## Job Description

Job Title:	Archivist/Librarian
Hours Per Week:	14 (35 FTE)
Location/Department:	Chief Executive's Department
Reports To:	Chief Executive
Direct Reports:	None
Budgetary Control:	None
DBS Disclosure:	Basic
Date Prepared:	September 2021

### Job Summary/Purpose:

To administer and maintain the Muniments Room records and its documentation including the updating of relevant databases; to administer the Library, liaising with Greenwich Library service; to give guided tours to visiting groups.

### Values and Behaviours:

The following are the values that Morden College wishes staff to adhere to in their daily working life. To be:

- **Respectful**

Understand the value of life histories, using them to enhance individual wellbeing and create opportunities for meaningful connections; adapt to differences and focus on individuals not tasks and routines; contribute positively to a culture of mutual respect both in the workplace, and between residents and staff.

- **Compassionate**

Show kindness, dignity, respect, warmth, empathy, and compassion in all interactions; treat every individual as a person, be inclusive and provide support that is tailored to meet need; don't judge.

- **Accountable**

Be self-aware and open; be supportive, take personal responsibility and be answerable for your actions; lead your team; show integrity.

- **Progressive**

To make a real difference to peoples' lives think outside the box; be open to learn and reflect on yourself, your skills, and actions; be adaptable, positive and inspiring; embrace new ideas and technologies.

### Key Duties & Responsibilities:

1. To administer and maintain the Muniments Room records and documentation, ensuring that all documents, plans, photographs, pictures and artefacts are recorded on the main database of the archive holdings.
2. To answer all enquiries received by letter, telephone and email from the public and from staff and to receive researchers who wish to view the Muniments room and its contents.
3. To maintain the database of the Kelsall Library, by recording all additions and disposals, ensuring an up to date catalogue of Morden College holdings.
4. To be responsible for the Muniments room storage areas including those located in the Basements of the Quadrangle, and Wells Court and to liaise with the conservator as and when necessary, to enable appropriate storage and preservation.
5. To maintain the home library service, being present one morning a week to list the books supplied by, requested from, and received and returned to, Greenwich Library service.
6. To create and maintain a computerised system for logging stock and noting issues relating to Morden College library books.
7. To control the circulation of the periodicals and journals ensuring optimum distribution and readership is facilitated.
8. To index the newsletters produced by the College, Ralph Perring Court and Cullum Welch Court.
9. To liaise with the Chief Executive, the Operations Department and Security when organising group visits and guided tours, to ensure smooth administration of refreshments, parking arrangements and diary management.
10. To carry out guided tours as and when required, ensuring visitors are given access to publications, cards, gifts etc and transferring takings to the Finance department.
11. To liaise with the Chief Executive to ensure that adequate stocks of the above are printed and maintained.
12. To organise an exhibition in the Muniments Room for visitors on guided tours and other occasions as required, ensuring brochures, gifts etc are available for sale in the marquee on these days.

### General Duties and Responsibilities:

1. To maintain confidentiality and to comply with the College policy thus ensuring security in the management and use of information at all times.

2. To contribute to close working relationships with all personnel and to help to build an open, honest, and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, always treating them with care and consideration and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.
5. To operate in accordance with the College's policies and procedures as detailed on the College's website and intranet and as set out in the Staff Handbook and elsewhere, and ensure compliance with Safeguarding Adults policies, Care Quality Commission legislation and key lines of enquiry.
6. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.
8. To participate fully in the performance management process and undertake Continuing Professional Development as required.
9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the General Data Protection Regulations 2016 and the Data Protection Act 2018.

*This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.*

**Employee's signature:**

**Manager's signature:**

**Print name:**

**Date:**

**Print name:**

**Date:**