

CANDIDATE PACK

Digital Engagement Archivist

Student & Academic Services

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

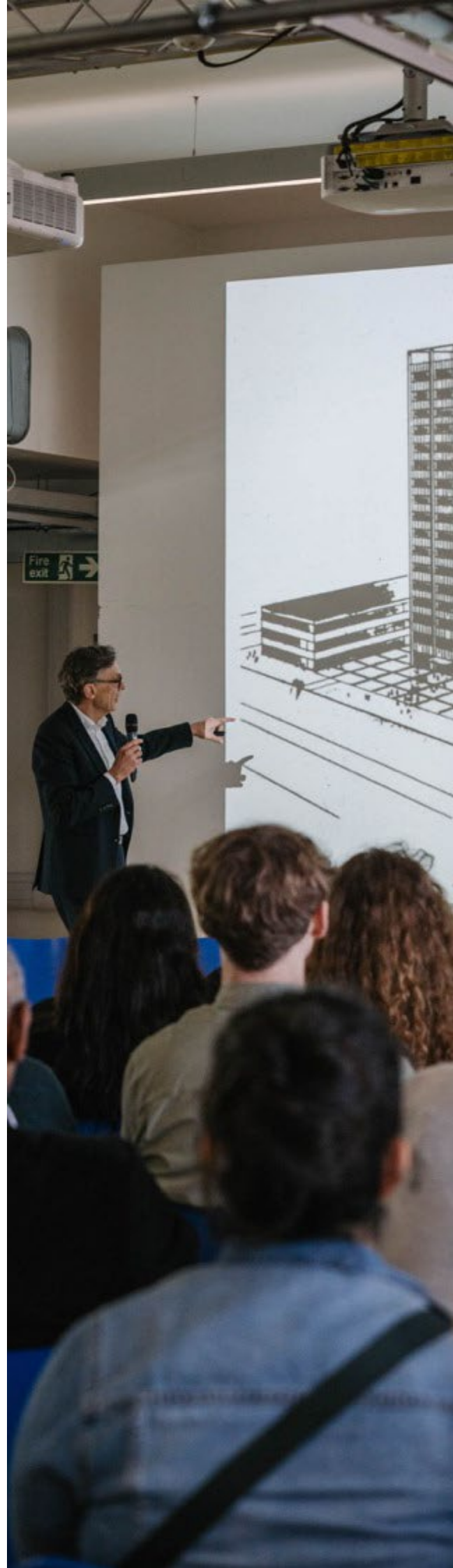
We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



JOB DESCRIPTION

Job Title: Digital Engagement Archivist
Reports to: Menswear Archive Curator
Department: Student & Academic Services
Grade: NG5

ROLE PURPOSE

To develop the digital resources of the Westminster Menswear Archive to facilitate the expansion of our digital outreach and engagement in higher education and postgraduate research.

PRINCIPAL ACCOUNTABILITIES

- Be responsible for the development and delivery of the digital workflows, processes, and outputs of the Westminster Menswear Archive within the University Records and Archives service, including preservation, cataloguing, storage, access arrangements, enquiry service and maintenance of AtoM archive collection management system.
- To be the main point of contact, coordinating the ongoing development, delivery, and accessibility of our digital resources for our existing and emerging stakeholders.
- Assessment of our current digital processes and outputs and developing effect workflows for these in line with archival standards and the needs of our key stakeholders.
- Developing our digital imagery capability, including the use of our StyleShoots image capturing machine, including the development of guidelines and workflows to ensure standardisation of output in line with the needs of are stakeholders and archival standards.
- Leverage our digital content, processes, and outputs to maximise our outreach activities that will support the discoverability, accessibility, and usability of the Westminster Menswear Archive.
- The ongoing creation of digital assets to support outreach activities including presentations, tours, exhibitions (including online) and authoring publications. This will include actively collaborating with colleagues University-wide to identify and promote materials and outputs, acting as an external ambassador for the service, and delivering promotional and educational activities.
- Supervise and oversee the work of student interns working on projects in the University Records and Archives service.



- Assist in the implementation of policies related to collection management and development particularly in relation to electronic delivery and digital preservation of the Westminster Menswear Archive collection. This may include: enhancing cataloguing procedures and other relevant procedural documentation, and contributing to strategies around the design and delivery of digital promotional resources, and evaluation of digital activities, as well as progressing an agreed programme of work on the archive collections.
- Contribute to general training and development programmes for colleagues at the University as appropriate. Keep up-to-date with current issues and trends in the sector and maintain appropriate professional contacts in order to inform practice and contribution to team activities
- Carry out any other duties as appropriate within their competence as may be required by the Menswear Archive Curator or Head of University Records and Archives.

CONTEXT

Research England has awarded the University of Westminster funding over the next five years to support the Westminster Menswear Archive (WMA) in its digital outreach and engagement enabling it to support and serve the wider research community beyond their own institutions.

The funding will enable us to invest in research infrastructure to improve our digital systems, providing better access to our collections and allowing us to better serve the wider research community beyond our own institution.

The position will enable us to proactively develop and expand our external engagement in HE and postgraduate research through the development of our digital resources.

Focused on the three distinct areas of the collection, the project aims to expand the information held on these objects within the university's online catalogue, expanding our digital content around these three key areas of the archive, and delivering relevant digital content to specific external researchers that would most benefit from this new content.

Using a variety of digital approaches, the project will incorporate sustainability principles, prioritising digital development and improving access by developing a variety of open access resources that will be disseminated to stakeholders and partners by the WMA. The role will allow for a period of initial research and scoping activities with key stakeholders within our existing HE partners and our wider communities to assess current and future resource needs that can be met by the WMA, followed by the development of workflows, practices and outputs as appropriate for the needs of our external stakeholders. By improving our digital profile, content, and engagement, we hope to address the research needs of a significant number of our external users without the need for a physical visit, allowing us to focus our physical activity on those who do require onsite visits.

The Westminster Menswear Archive comprises over 85 linear meters of hanging garments, over two-thirds of which are



digitised. The online catalogue comprises over 2000 individual records and over 700 digital objects. Online resources include the Westminster Menswear Archive website, and social media platforms including Instagram.

In 2022-23 the WMA had over 340 general enquiries, and 93 in-person visits by external professionals, academics, and industry representatives. These included researchers and curators from V&A Dundee, Museum of London, Nieuwe Instituut Rotterdam, MoMu Antwerp, the Design Museum London, and Manchester Art Gallery.

While in the same period, the WMA had over 330 external visitors from Higher Education institutions including from the following institutions: Manchester Metropolitan University, Central Saint Martins and London College of Fashion, University of Brighton, Kingston University, Royal College of Art, University of Manchester, New York University, Nottingham Trent University, Oslo National Academy of Arts, and Sheffield Hallam University.

The Westminster Menswear Archive sits within the Library and Archives Service and is part of the Student and Academic Services (SAS) Directorate. SAS provides professional, efficient and consistent researcher and student-focused support and services across the University's main sites in the West End and at Harrow. It leads on professional support for a wide range of governance, research, learning, and wellbeing interventions that enhance the experience of students, colleagues, and alumni throughout their relationship with the University.

SAS is a large and complex Directorate, organized into five clusters:

- Business Operations
- Employability and Graduation Success
- Learning Innovation and Digital Engagement
- Library and Archives Service
- Student Support and Residential Life

The Library and Archives Service comprises around 80 people, working in the following teams:

- Academic Engagement and Learning Development
- Content and Digital Services
- Customer Engagement and Experience
- Development, Planning and Operations
- University Records and Archives

Since 1994 University Records and Archives has provided a professional archive and records management service to collect and preserve records, the corporate memory of the University, created by the University and its predecessors in order to make them accessible to students, colleagues, and the general public for use both now and in the future. University Records and Archives is the central point of information about the University's history and answers enquiries from students, colleagues, and the wider community. The team oversees the University's current recordkeeping and assist departments in managing their records efficiently and in accordance with legislative requirements and good practice. The post holder will be part of a small team of qualified professionals with expertise across archives, museums, and records management.



Since July 2016, the team has been actively dealing with digital records using open source products Archivematica (a web and standards-based application which allows the preservation of long term access to trustworthy, authentic and reliable digital content) and Access to Memory (AtoM) as our public archive catalogue. In 2017/18 University Records and Archives was the recipient of a grant award by Jisc as part of the Research Data Shared Service (RDSS) Digital Preservation – Records and Archives Management Pilot Programme, for which the final report can be found [here](#).

University Records and Archives is an active, customer-focused service. The team deal with enquiries, accommodates visits by researchers from within and beyond the University and supports several outreach activities by means of contributing to publications and exhibitions, and by giving talks and training sessions to groups of colleagues, students, and external visitors.

The University is committed to managing its records efficiently and effectively regardless of format or medium. University Records and Archives leads on this activity by promoting best practice and offering advice and training on legal and technical developments in relation to good recordkeeping and records management. The team manages a comprehensive records retention schedule programme which is used in conjunction with off-site specialised records storage facilities (provided by external supplier), including retrieval of records, transport, storage, and secure destruction of hard copy records. They work closely with departments to create retention schedules, select records for transfer to off-site storage, and review records for destruction. The team also advises and assists in the management of current paper records onsite in the institution.

Increasingly the University is becoming more reliant on born-digital records. The University Records and Archives team works closely with Information Systems and Support (ISS) and Information Compliance colleagues to ensure the robustness of our systems and IT infrastructure with regard to electronic recordkeeping. Since 2017, the University has implemented Microsoft O365 as its strategic communications and electronic document management platform. The University Records and Archives team continues to work to help deliver the cultural change necessary to improve the way colleagues create, collaborate, and manage their records.

The primary role of the Archivist – Digital Engagement is to develop the digital resources of the Westminster Menswear Archive to facilitate the expansion of our digital outreach and engagement in higher education and postgraduate research. The post holder will assist in the operation and development of the University Records and Archives service. They will be expected to be proactive in monitoring developments and applying best practice in the delivery of archive services. They will have specialist technical knowledge and will be expected to problem solve within their own areas of expertise.

The post holder will be expected to foster cross-team project working and to deliver a culture of sharing knowledge and information across the University. They will work closely with colleagues across SAS and the wider Professional Services, including Corporate Communications and Public Affairs, Development and Fundraising, Alumni Relations, and Information Compliance.



The post holder will be expected to build and maintain networks, making contacts and promoting the services. The post-holder will also be encouraged to develop relationships with the professional community, both within and outside UK Higher Education.

The Library and Archives Service makes a significant contribution to the University's key metrics, including the NSS, TEF, KEF and REF, and supports the University in meeting its statutory obligations in relation to information compliance.

SAS is committed to developing the skills and capabilities of its colleagues through a proactive programme of staff development. The post holder is expected to engage in personal development and to be a role model to all members of the team. Support towards the Archives and Records Association's Foundation and Registered Membership or similar would be given.

DIMENSIONS

University Records and Archives manage two sites: the Westminster Menswear Archive at Harrow and the University Archive at Little Titchfield Street in the West End. The post holder will be based at Harrow, but all SAS appointments are made on the understanding that colleagues will serve at any of the service points should the need arise. Occasional attendance at external meetings will be required.

The University has adopted a Smart Working approach that allows for some remote working in the UK when not required onsite.

The post holder will have supervisory responsibility for student interns working on projects as well as be involved in offering professional advice and guidance to colleagues. They will contribute to general colleague training and development programmes as well as provide training to colleagues in their own areas of expertise.

The postholder has no budgetary responsibility. They may have responsibility for the deployment of project budgets and/or for associated financial records as agreed with the Head of University Records and Archives.

The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of risks in the work environment together with their potential impact on both individual work and that of others. The post requires a considerable amount of lifting and carrying of garments, boxes etc., and the handling of loaded garment rails. Carrying items up and down stairs may sometimes be necessary (lifts are usually but not always available). Climbing ladders in the WMA to lift garments and boxes down from higher shelves will be necessary. For this reason, the University's course in manual handling techniques is mandatory unless this training has been completed elsewhere to the timescale and standard required by the University. In addition, the post holder will be required to work in some areas with minimal support.

Normal working hours for the Archivist - Digital Engagement are 9am to 5pm Monday to Friday. The post holder may sometimes be required to work outside of normal hours in response to user or service expectations, particularly in relation to promotional and outreach activities.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- A relevant degree or equivalent practical experience that demonstrates relevant levels of knowledge and skills for the role.
- Qualified, or working towards a recognized professional postgraduate qualification in archives, museum studies or other relevant subject; or equivalent relevant practical experience.

Desirable

- Membership of recognised professional body.

TRAINING AND EXPERIENCE

Essential

- Experience in the provision and support of digital archives and/or collections management services.
- Demonstrable knowledge and experience of best practice standards in collection management, especially cataloguing, and description.
- Working knowledge of an archival, collections or digital asset management system.
- Experience of supporting digital outreach activities
- Experience of research and interpretation work targeted at a non- specialist audience.
- Demonstrable knowledge of and interest in current issues relating to digitisation in the heritage or fashion sector.

Desirable

- Experience of working in the Higher Education sector.
- Working knowledge of AtoM and Archivematica.
- Supervisory experience.

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Excellent verbal and written communication; the ability to communicate with a wide range of people



including colleagues, academic colleagues, students, and the public.

- Demonstrable ability and enthusiasm to articulate and convey the key elements of a range of archive collections to specialist and non-specialist audiences.
- Meticulous organisational ability, accuracy, and attention to detail.
- Ability to prioritise, organise and solve problems in a busy environment where there may be unexpected and competing deadlines.
- Confidence to work alone and use your own initiative to make decisions based on previous experience and evidence.
- Ability to deal courteously and professionally with depositors, researchers, colleagues, and students, understanding and interpreting their needs.
- Proven capacity to work well in a team and have good working relationships with colleagues.
- Good IT skills and knowledge including MS Office and use of email.
- Proven commitment to delivering excellent customer-focused services.
- Flexible and creative approach to work and a willingness to undertake a complex variety of tasks.
- Patience and persistence in problem solving.
- Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.
- Flexibility to work out of hours on occasions to meet user or service expectations.
- Mandatory manual handling training.



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

The deadline for receipt of applications is midnight on 28th October 2024.

Interviews will take place on 15th November 2024.

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

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