Job Title: Lecturer in Archives, Records Management and Information Governance

Department: Department of Information Studies

Responsible to: Head of Department

Post: Lecturer

Grade: 8

Salary range: £43,023 - £50,753 p.a. including London Allowance

FTE: Full-time

Post available: From 1 September 2018

UCL Department of Information Studies: http://www.ucl.ac.uk/dis/

Application Procedure

All applications must be submitted via the UCL online recruitment system:
http://www.ucl.ac.uk/hr/jobs/

Applications should include the following:

- a UCL application form; the Statement in support of your application should include details of research and teaching interests
- a Curriculum Vitae (including list of publications);
- names and contact details (including telephone numbers or email addresses) of three referees (including at least two academic referees)

Please note that referees will only be contacted if you are shortlisted. Please indicate on the application form whether we can contact your referees without further permission from you.

Shortlisted candidates will be invited to attend a formal interview and to give a presentation to the department on a topic relating to their area of research. Both presentation and interview will be held on the same day at UCL.

If you wish to discuss the post informally, please contact Professor Elizabeth Shepherd (e.shepherd@ucl.ac.uk). For enquiries about the application procedure please contact Kerstin Michaels (k.michaels@ucl.ac.uk), DIS Departmental Manager.
LECTURER IN ARCHIVES, RECORDS MANAGEMENT AND INFORMATION GOVERNANCE

Job description

Main purpose of the job:

To carry out high-quality research, teaching, public engagement and academic administration within the UCL Department of Information Studies, with a teaching focus on the MA in Archives & Records Management.

We would particularly welcome applicants who can contribute to teaching and research in some or any of the areas of community archives, participatory heritage practices, data curation, personal and corporate digital recordkeeping, records and information management, information governance, information security, information rights law, and historical development of records profession. We also welcome any cognate areas which applicants bring which will extend or deepen our teaching and research programmes in archives and records management, information governance and in the interdisciplinary applications of these to other disciplines within the department.

Main duties and responsibilities:

- to carry out research, including writing for high quality research publication, applying for internal and external funding for research activities, and managing funded research projects in line with personal objectives agreed in the Staff Review process;

- to teach, mainly but not exclusively at graduate level, in relevant subject areas agreed with and reviewed from time to time with the Head of Department;

- to supervise the research of taught graduate dissertations (MA/MSc/MRes) and research graduate (MPhil/PhD) students;
• to actively engage with the development, planning and implementation of a high quality, research-led curriculum;

• to develop high quality learning programmes, and deliver face-to-face teaching and e-learning support, preparing curricula for new modules and revising existing module learning materials;

• to participate in the development, administration and marking of academic assessments;

• to provide pastoral care and support to students and maintain records to monitor student progress, achievement and attendance;

• to participate in the administration of the Department’s programmes of study as part of the archives and records management teaching team and beyond and other activities as requested;

• to take part in public engagement and knowledge exchange activities, at a department, faculty or university level;

• to contribute to departmental, faculty, and/or UCL-wide working groups or committees as appropriate;

• to undertake personal continuing professional development;

• to actively follow and promote UCL policies, including Equal Opportunities;

• to maintain an awareness and observation of Fire, Health and Safety regulations;

• to carry out any other duties within the scope, spirit and purpose of the job as required by the Head of Department.

This job description reflects the present requirements of the post, and as duties and responsibilities change or develop, the job description will be reviewed and be subject to amendment in consultation with the postholder.
LECTURER IN ARCHIVES, RECORDS MANAGEMENT AND INFORMATION GOVERNANCE

Person specification

1. Knowledge

**Essential:**

- A broad knowledge of archives, records management and information governance including contemporary professional issues within these sectors internationally.

- Expert knowledge sufficient to undertake academic research and dissemination, and post-graduate level teaching and doctoral supervision in the archives, records management and/or information governance disciplines.

**Desirable:**

- A broad knowledge of the Higher Education context including knowledge of contemporary professional issues within this sector internationally.

2. Skills and abilities

**Essential:**

- Ability to work with, gain the confidence of, and influence and negotiate with people at all levels.

- Ability to communicate appropriately and effectively both verbally and in writing to convey sometimes complex information to a range of audiences.

- Ability to work independently, using own initiative, and also as part of a team.

- Ability to manage time and work to deadlines.

- A keen attention to detail.
Desirable:

- Ability to manage and lead projects to a successful outcome.

3. Qualifications

Essential:

- PhD in a relevant subject or about to complete PhD.
- Professional qualification in archives and records management or information management and governance field.

Desirable:

- Teaching qualification such as being a Fellow of the Higher Education Academy (FHEA)

4. Experience

Essential:

- Experience of conducting high quality independent research and authoring high quality research outputs.

Desirable:

- Experience of working as a practitioner in one of the following sectors: archives, records management or information governance.
- Experience of working in an educational context.

5. Personal Qualities

Essential:

- An interest in own personal and professional development and willingness to engage with continuous learning opportunities.
- Commitment to UCL’s policy of equal opportunity and willingness to work harmoniously with colleagues and students of all cultures and backgrounds.
- Willingness to work flexibly, on occasion, as required, to meet urgent deadlines and support other members of the department.

February 2018
About UCL
Background Information
UCL is one of the world’s top universities. Based in Bloomsbury, London, UCL is a welcoming, inclusive university situated at the heart of one of the world’s greatest cities. At its establishment in 1826, UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today. UCL’s excellence extends across all academic disciplines; from one of Europe’s largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for architecture (UCL Bartlett), fine art (UCL Slade School) and its renowned museums including the Petrie and the Grant Museum of Zoology. UCL is in practice a university in its own right, although constitutionally a college within the federal University of London. With an annual turnover exceeding £1 billion, it is financially and managerially independent of the University of London.

UCL’s central campus is within easy reach of Euston, Kings Cross and Marylebone mainline stations, the new Eurostar terminal at St. Pancras and Underground stations (Euston Square, Warren Street, Goodge Street and Russell Square). Road connections to the M1 and M40 motorways give easy access to the north and west road networks. There are also good public transport links to all London airports.

UCL will also have a presence in the Olympic Park’s ‘Cultural Educational Quarter’, offering exciting potential for growth and curriculum development.

The UCL community
UCL’s staff and former students have included 29 Nobel Prize winners. It is a truly international community: more than one-third of our student body – more than 35,000 strong – come from 150 other countries and nearly one-third of staff are from outside the UK. UCL offers postgraduate research opportunities in all of its subjects, and provides more than 200 undergraduate programmes and more than 400 taught postgraduate programmes. Approximately 54% of the student community is engaged in graduate studies, with about 29% of these graduate students pursuing research degrees.

Quality of UCL’s teaching and learning
UCL is independently ranked as the most productive research university in Europe (SIR). It has 983 professors – the highest number of any university in the UK – and the best academic to student ratio of any UK university (The Times, 2014), enabling small class sizes and outstanding individual support.

In Research Excellence Framework 2014 (REF2014), UCL was rated the top university in the UK for ‘research power’ (the overall quality of its submission multiplied by the number of FTE researchers submitted). It was rated top not only in the overall results, but in each of the assessed components: publications and other research outputs; research environment; and research impact. REF2014 confirmed UCL’s multidisciplinary research strength, with many leading performances across subject areas ranging from biomedicine, science and engineering and the built environment to laws, social sciences and arts and humanities.

Equality
UCL is proud of its longstanding commitment to equality and to providing a learning, working and social environment in which the rights and dignity of its diverse members are respected.
The Equalities website ([http://www.ucl.ac.uk/hr/equalities/](http://www.ucl.ac.uk/hr/equalities/)) has everything you need to know about Equalities at UCL. Some initiatives are highlighted below:

- **Sabbatical Leave following maternity** - UCL provides one term of sabbatical leave without teaching commitments for research-active academics returning from maternity, adoption or long-term carer's leave. This support for returners enables staff to more quickly re-establish their research activity.

- **Achievement of five Athena SWAN awards** - for good employment practice for women working in science, engineering and technology (SET) in higher education and research.

- **Tackling under-representation** - UCL has two workforce equality targets. These targets are to increase the employment of black and minority ethnic (BME) support staff in grades 1-8 to 31% in line with the economically active BME population of Greater London; and to incrementally equalise the representation of men and women in senior grades (9 and 10) with the ultimate aim of a 50:50 split of women and men at this level.

- **Encouraging flexibility** - 82% of respondents to the 2009 UCL staff survey felt that their working time could be flexible. UCL's Work Life Balance policy ([http://www.ucl.ac.uk/hr/docs/work-life-balance-policy.pdf](http://www.ucl.ac.uk/hr/docs/work-life-balance-policy.pdf)) gives employees the right to request a flexible working pattern.

**About the UCL Department of Information Studies**

The Department of Information Studies (DIS) is one of nine departments in the Faculty of Arts and Humanities, regularly ranked in the top five such faculties in the world. DIS undertakes research and offers higher degree qualifications in a broad range of information-related subjects. In UCL terms it is a middle-sized department comprising approximately 25 academic and research staff, 30 research students and 180 full-time-equivalent taught masters students. We offer an ambitious range of degree programmes, at Masters and doctoral level, and a pioneering research programme across and between disciplines. For further information visit: [http://www.ucl.ac.uk/dis](http://www.ucl.ac.uk/dis).

Research in DIS is organised in four interrelated research groups - ICARUS, UCLDH, KOARG and CIP. ICARUS, the International Centre for Archives and Records Management Research, focuses on research related to the creation, management and use of records and their role in society, and in current information management, governance and policy. UCLDH, UCL's Centre for Digital Humanities, undertakes research at the intersection of digital technologies and humanities, with a particular interest in the impact of information technology on cultural heritage institutions and on social communication and behaviour. KOARG, the Knowledge Organisation and Representation Group, researches in formal knowledge organisation and representation, knowledge-based automated reasoning, and most recently in data science and machine learning. CIP, the Centre for Publishing, conducts its research into publishing and book culture in close collaboration with its many publishing industry contacts and partners. The unique range of research disciplines brought together in DIS offers unparalleled opportunities for cross-disciplinary research and the potential for future development in cognate and new areas. In the Research Excellence Framework (REF2014) 29% of our research was judged to be world leading, and a further 39% internationally excellent.
DIS offers five taught Masters level programmes, many with a professional orientation and accreditation as well as academic outcomes. The MA in Archives & Records Management is a professional qualification for archivists and records managers, accredited by the Archives and Records Association (ARA). The MA/MSc in Digital Humanities prepares students with an interest in the humanities for careers in sectors in which technical IT expertise is also an advantage, such as web management, digital marketing, e-commerce and cultural heritage. The MSc in Information Science is a professional qualification that prepares students for management roles in the information industries, emphasising IT, and is accredited by the Chartered Institute of Library & Information Professionals (CILIP). The MA in Library and Information Studies provides a core professional qualification for library and information professionals, is also accredited by CILIP, and is on course to being one of the first European library programmes to also be accredited by the American Library Association (ALA). Finally, the MA in Publishing is the department's largest professional programme and covers a broad spread of related areas, from fiction and trade to professional, academic, scholarly and educational publishing. The programmes serve UK audiences, but are world-renowned and therefore recruit students internationally. We regularly review the curricula and orientation of the programmes, seeking to embed a research and conceptual orientation into learning, while teaching materials are refreshed and kept at the cutting edge of professional practice. We host international conferences, seminars and summer schools.

DIS takes full advantage of the location of UCL's Bloomsbury campus in central London. Bloomsbury's unique concentration of publishing houses allows the CfP and MA Publishing team to work in close partnership with professional colleagues working nearby. The department also maintains strong links with organisations such as The National Archives, Wellcome Collection, the British Museum and the British Library, and is close to several other major research libraries. We are able to invite leading experts to give talks and seminars and enable students to visit and work in a variety of cultural, heritage, public and business organisations to enhance their learning. Many of the academic staff hold senior roles on advisory groups, committees and boards of national and international organisations in recognition of their expertise. The department shares UCL's global outlook. It is a full member of the international iSchools organisation, and conducts much of its research in collaboration with overseas partners and colleagues.