



The
 Fitzwilliam
 Museum
 CAMBRIDGE



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**ARTS COUNCIL
ENGLAND**

Documentation Manager

Salary: Grade 8

£37,467 - £50,296

Contract:

Permanent

Location:

Cambridge

Department:

Fitzwilliam Museum

Responsible to:Head of Collections
Management & Documentation**Working Pattern:**

Full Time

Purpose of the role

The Documentation Manager will coordinate data and images relating to the Fitzwilliam Museum's collection (c. 500,000 objects), historic and institutional archives, ensuring maintenance and development of the Collections Documentation System (Adlib/Axiell) and manage a team of specialists to improve access to the collection information and images. This activity will both catalyse research and support wider Mission aims. The postholder will seek to enhance collaborations with collections documentation specialists and colleagues across the University and beyond.

The postholder will ensure the documentation of the collection and archive is maintained to meet Accreditation, and enhanced to improve the accessibility of the collections for researchers and other users. Managing a team of documentation assistants, they will develop a plan for documentation projects on specific parts of the collection (around descriptions and other metadata, photography and archival information), with clear milestones for delivery of improved documentation.

The role holder will be responsible for the Collections Management (Axiell/Adlib) system, advising Museum colleagues on collections management procedures and data standards, and ensure correct procedures are employed for data import and validation, including object location updates. They will oversee terminology authorities, and ensure collections data is recorded in a sustainable format that supports open, interoperability and linked data principles



Key Responsibilities

Manage collections documentation

Coordinate enhancement of collections and archives documentation, and the integration/referencing of other digital outputs into the system, including images, thereby supporting the Research & Impact Strategy and other Mission aims.

Contribute to the exploration of collaboration across the University, to better integrate Fitzwilliam Museum collections data within a wider ecosystem of Linked Open Usable Data, including through specific research and public engagement projects, to support Strategic Priorities and Mission Plan.

Manage Documentation Assistant, Project Cataloguer(s) and Records & Archives Assistant

Working with curators, scientific research, conservation and collections management, identify, plan and instigate projects and associated workflows and processes to improve documentation, including migration of paper and legacy data into the Collections Management System.

Maintain an audit of, and provide reports on, documentation progress, backlogs and priorities.

Ensure new acquisitions and disposals are captured in the Collections Management System in a timely manner, and put in place workflows around the ingestion of that information, working with Registrars, Curators, Collections Management to effectively support delivery of the Collections Development Strategy and adherence to the Collections Development Policy. Participate in the Collections Development Group and Loans Group.

Ensure documentation assets (digital and physical) are maintained in a safe, sustainable and accessible way, liaising with IT and Conservation staff, as required

Contribute to the Emergency Plan through ensuring appropriate documentation is maintained and retrievable. Member of the Museum's Emergency Planning Group.

Support Documentation input into the continual review and revision of emergency procedures, implement risk mitigation, respond to Emergency situations.

Collections management system

Coordinate licensing of the Collections Management System (Adlib/Axiell) including researching upgrades or replacement systems as required and within agreed budget, working with IT and the Curator of Digital Humanities to ensure the system supports Collections Search via the Knowledge Integration CIIM platform.

Work with IT to ensure the System is available to colleagues working on site or remotely.

Train and support museum colleagues in using Axiell/Adlib to search and create collections information;

create documentation on working methods for documentation in digitisation programmes, research and public engagement projects, and for collections management, conservation and registrar functions.

Support museum colleagues in improving their record quality by suggesting data tasks and data cleaning methods

Standards & compliance

Ensure documentation follows Collections Management Procedures and data standards (SPECTRUM); ensure authority terms are consistent and appropriate, including name, place, materials and location terminologies.

Progress implementation of linked data on the LOUD (Linked Open Usable Data) and FAIR (Findable, Accessible, Interoperable and Reusable.) principles, working closely with the Curator for Digital Research

Ensure collections documentation follows best practise and are of high quality, and align with to appropriate standards and within regulatory frameworks (e.g. GDPR, IPR, copyright).

Run regular audits of new records, including location codes, to ensure inventory data standard compliance, working with the Collections Access & Logistics Manager

Advocacy and guidance

Act as principal contact for external partners and suppliers relating to collections documentation and information. These bodies will include the Collections Trust, Axiell, Art UK, Culture 24, Europeana, and the Arts Council England Accreditation team-

Proactively stay informed with current policy and emerging disciplines across the sector via Continued Professional Development (CPD) and networks (MA, Collections Management Group, Adlib User Group, Forum on Information Standards in Heritage (FISH) and other relevant bodies), and represent the Museum on those groups.

Support curatorial, documentation, registrars, conservation and scientific research staff in data validation and import skills, and the design of documentation components of projects.

Seek advice from, and support, other University collections documentation specialists, including University of Cambridge Museums and University of Cambridge Library

Other

Create reports about collections information for colleagues to use, e.g. Condition Reports for Conservation, Senior Management and Leadership Teams, Syndicate, University funders.

Support the museum's commitment to equality, diversity, sustainability and inclusion across Collections Documentation Activity.

Training and networking: attend relevant conferences and training to develop skills and knowledge of documentation processes and requirements.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Degree level qualification in a relevant subject, or equivalent experience	✓	
Skills		
Attention to prioritise and attention to detail	✓	
Collaborative and supportive team working approach while striving to maintain best practice standards.	✓	
Willingness to take responsibility and provide solutions and positive outcomes	✓	
Openness and good communicator	✓	
Strong understanding of digital, IT and data systems, willingness to learn new systems	✓	
Experience of using data cleaning tools and programming languages (for example OpenRefine, Rstats and Python)		✓
Willingness to contribute in a high performance environment and commitment to continued professional development	✓	
Experience		
Working with, and safe handling of, objects and artworks	✓	
Experience of working in a collections documentation role with large and diverse museum, gallery or heritage collections	✓	
Experience of working with different museum documentation systems (analogue and digital), such as Adlib/Axiell	✓	
Awareness of the implementation of Museum Standards (e.g. SPECTRUM) and other relevant sector policy and procedure	✓	
Experience of working with a CMS		✓
Experience of project management (LEAN, PRINCE2, AGILE)		✓
Experience of delivering in-house training	✓	
Experience of using an API for extracting and analysing data	✓	

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

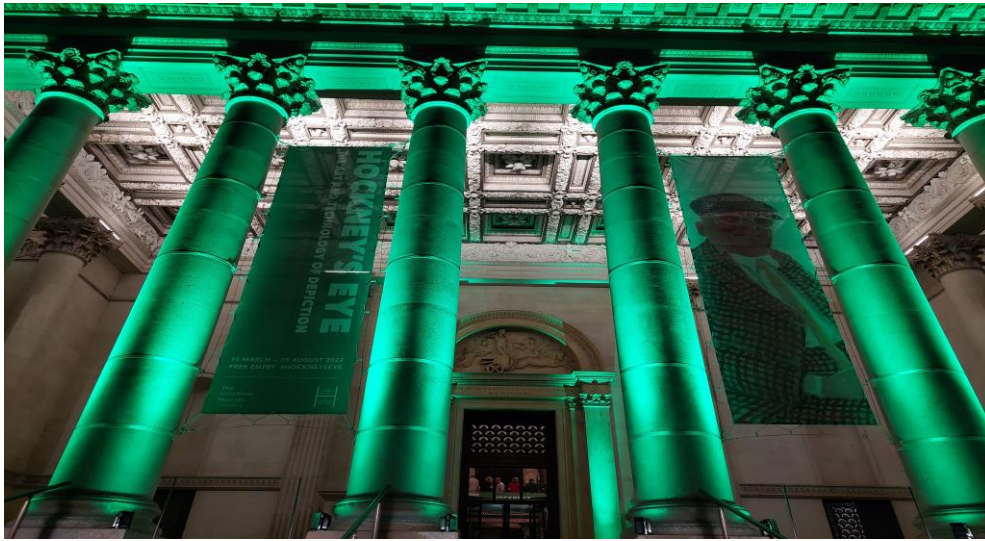
Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	B
Innovation and Change	B
Negotiating and Influencing	C
People Development	B
Relationship Building	B
Strategic Focus	B

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



The Fitzwilliam Museum



The Fitzwilliam Museum was founded in 1816 and opened to the public in 1848. Today, it houses over half a million artworks and objects, spanning over ten thousand years, principally from Europe, North Africa and Asia. The Museum has an international reputation for excellence in research, exhibitions, learning and public engagement. As well as being the principal museum of the University of Cambridge, the Fitzwilliam is one of the largest cultural providers in the region, welcoming between 350,000 and 450,000 visitors a year, pre-COVID. It is also the lead partner of the University of Cambridge Museums (UCM), the Arts Council National Polio Organisation consortium of the University Museums and the Botanic Garden.

About the Documentation Team

The newly formed team, led by the Documentation Manager, comprises a Documentation Assistant, Project Cataloguer and Records & Archives Assistant. Their work on collections and archive documentation, processes and systems, will support mission aims for audience engagement, care of the collection, and particularly provide a platform for innovative and impactful research in line with the Research & Impact Strategy. They form part of the Collections Management & Documentation Department, which also oversees collections management and logistics, photography and image library, the registrars' office, and libraries and archives.

Terms of Appointment

Tenure and probation

Appointment will be made on a permanent basis.

Appointments will be subject to satisfactory completion of a 9-month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 37 hours per week, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a hybrid pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any

offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:

This role requires a basic Disclosure and Barring Service (DBS) Check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.

Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

(Please see relevant guidance before inclusion:

<https://www.hr.admin.cam.ac.uk/recruitment/equality-law-and-recruitment/exceptions-equality-law/positive-action>)

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.



Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

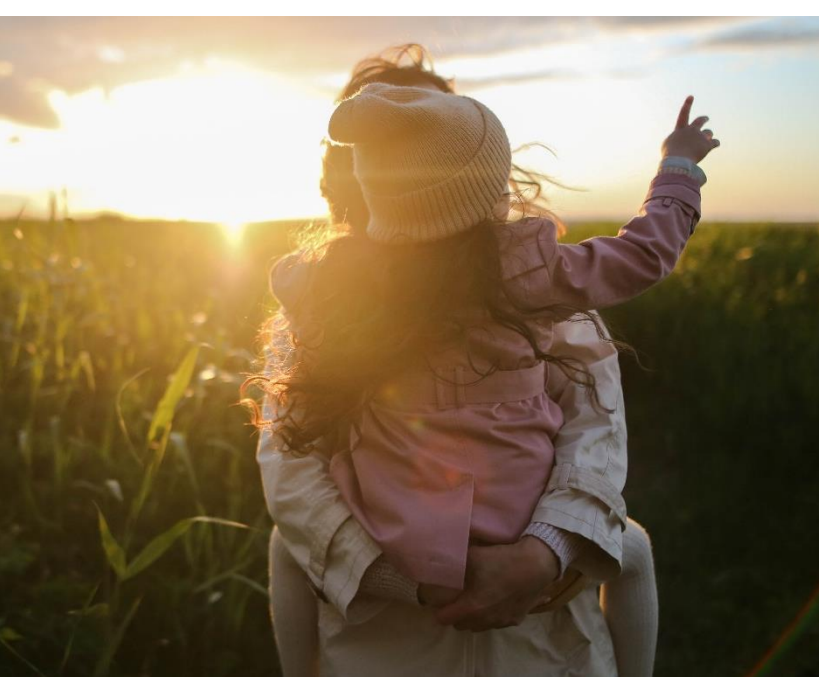
The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Neal Spencer, via Charlotte Burns
Email: cmb255@cam.ac.uk

If you have any queries regarding the application process, please contact HR@fitzmuseum.cam.ac.uk.

The closing date for applications is: midnight, 4th September 2022.

The interview date for the role is: 16th September 2022.



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CAMBRIDGE