

**Job Title:** Cataloguing and Rights Officer: Sounds of the Midlands

**Grade:** 6

**Salary:** £33,002 to £37,694 per annum, pro-rata if part-time

**Department:** Library and Learning Services

**Hours/Contract:** Full-time, fixed term contract till 30 August 2028, possibility of extension based on funding approval

**Job Family:** Management and administration

**Reference:** 13525

## Role Purpose

Working as part of the Sounds of the Midlands development phase project team, the postholder will work with partners to develop processes and workflows to support an application for delivery phase funding. They will undertake cataloguing and rights clearance activities that will enhance discovery of, and access to, at risk sound recordings across the Midlands. They will create and amend catalogue records and other metadata, conduct rights clearance, and contribute to digital preservation activities.

Led by the University of Leicester and funded by The National Lottery Heritage Fund, Sounds of the Midlands is a multi-partner project to digitally preserve and transform access to at risk audio heritage collections held across the English Midlands.

## Resources Managed

Responsible for cataloguing, rights clearance and digital preservation workflows.

Responsible for planning and managing the work of volunteers.

## Main Duties and Responsibilities

### Cataloguing and digital preservation

- Work with partners to develop project workflows and processes for cataloguing.
- Apply professional skills to produce catalogue records and associated metadata for sound recordings from collections of host institution and other local archives.
- Prepare records for ingest into collections management systems used by content providers to the project, and other online discovery systems (e.g. Archives Hub, The National Archives Discovery)
- Quality check catalogue and other records created for the project, including monitoring catalogue enhancement work undertaken by volunteers and others to ensure that it meets the agreed standards.

### Rights management and sensitivity review

- Work with partners to develop project workflows and processes for rights clearance, based existing procedures and sector best practice.





- Carry out rights clearance and sensitivity review according to agreed guidelines and procedures, including identification of rights holders and sending permissions requests to them and/or their representatives for the preservation and use of collection items.
- To keep accurate records to ensure that an audit trail of due diligence is maintained.

## Outreach and engagement

- Contribute to outreach and engagement activities by identifying and preparing content, giving talks and contributing to events as necessary.

## Environmental sustainability

- To liaise with the project's sustainability partners to understand and mitigate the environmental impact of the project, providing insights and knowledge to support the development of a 'Digital Decarbonisation playbook' for sound heritage.

## Internal and External Relationships

### Internal

Working with the Project Manager and other members of the project team to ensure the efficient and effective delivery of the project.

Work closely with line manager and colleagues to ensure delivery of project aims.

Regular contact with the Archives & Special Collections team at the University of Leicester.

### External

Regular liaison with project partners.

Regular liaison with collection owners and rights holders.

## Planning and Organising

Plan and prioritise own work for the months ahead, guided by monthly update meetings with line manager.

## Qualifications, Knowledge and Experience

### Essential

- Experience of cataloguing in a library, archive, museum or other similar environment\*
- An interest in oral history and/or other types of audio heritage\*
- Knowledge and/or experience of rights management\*
- Knowledge and/or experience of applying data protection legislation to archives\*





## Desirable

- Qualified information professional (Relevant professional qualification)\*
- Knowledge and experience of cataloguing recorded sound\*
- Experience of audio archives\*
- Experience of designing and delivering training\*

## Skills, Abilities and Competencies

### Essential

- Cataloguing skills including the ability to catalogue audio materials to appropriate standards (e.g. ISAD(G), Dublin Core)
- Ability to record information in a consistent and accurate manner
- Practical knowledge of the regulations surrounding copyright and data protection
- The ability to work both independently and in a team
- Excellent oral and written communication skills
- High level of time-management skills
- Ability to solve unforeseen operational problems
- Excellent IT skills, including web-based skills

***\*Criteria to be used in shortlisting candidates for interview***

## Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

## Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.



**University Values**

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

**Equality and Diversity**

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

