

Job Title: Archivist
Grade: 6
Salary: £33,002 per annum, pro-rata if part-time
Department: School of Heritage and Culture
Hours/Contract: Full-time, fixed term contract from 01 November 2026 to 31 March 2027 (maternity leave cover)
Job Family: Teaching and Research
Reference: 13854

Role Purpose

The post-holder will manage the Archive of the British Institute for Libyan and Northern African Studies (BILNAS), based in the School of Heritage and Culture under the direct supervision of Dr Nichole Sheldrick and Professor Ruth Young at Leicester, and the general direction of the BILNAS Council. The BILNAS Archive is home to several important collections related to the archaeology, history, and culture of Libya and Northern Africa, including photographs, excavation records, maps, personal correspondence and much more from the early 20th century onwards.

The main duties include cataloguing existing collections and appraising newly acquired ones, managing the external digitization of archive material, facilitating access to the Archive and its materials by researchers and students, representing the BILNAS Archive where appropriate at conferences and lectures, and providing social media content. This role is a 6-month maternity leave cover.

Resources Managed

The Archive is housed in 3 rooms in the Attenborough Tower on central campus where the Archivist will be based.

Main Duties and Responsibilities

- Appraisal, sorting, arrangement, description and indexing of physical assets and archival records within an established framework using the CALM software
- Catalogue new additions to BILNAS's archive collections and/or amplify existing records.
- Manage the external digitisation of selected collections in the Archive and deposit of digitised files with the Archaeology Data Service.
- Respond to research enquiries and facilitate access to the Archive for researchers and students
- Keep archive monitoring tools updated
- Promote the archive collections internally and externally
- Collaborate on engagement projects to improve the visibility and accessibility of the archive catalogue for researchers in Libya and Northern Africa
- Collaborate with archivists at the other British International Research Institutes (BIRI) on relevant archive projects





- Manage relationships with stakeholders at the Libyan Department of Antiquities and other external bodies

Internal and External Relationships

Internal

- Regular meetings with Dr Nichole Sheldrick (BILNAS Assistant Director), BILNAS' Honorary Collections Officer, and other members of the BILNAS Council as necessary to establish priorities and report progress
- Work with the University Library's Special Collections team to provide an efficient and effective service
- Liaise and negotiate with academic and professional services within the University to explore how the BILNAS Archive can be used to complement research and teaching.

External

- Contact with internal and external users, answer enquiries and ensure a positive experience with the BILNAS Archive for visitors
- Occasional meetings with other archive professionals and groups working regionally and nationally
- Liaise with existing and future donors to deposit new collections, when appropriate
- Manage the digitisation process of selected collections with an external digitisation company and manage their deposit with the Archaeology Data Service

Planning and Organising

There is considerable autonomy and an expectation to organise, prioritise and manage one's own work, guided by regular meetings with Dr Nichole Sheldrick and other members of the BILNAS Council as appropriate.

Qualifications, Knowledge and Experience

Essential

- Undergraduate degree or Postgraduate Archives qualification or equivalent experience*
- Proficiency in archival appraisal and cataloguing*
- Experience of working in an archival environment*
- Experience responding to archive research enquiries*
- Experience using CALM or a similar Collections Management System*
- Ability to work independently and to plan own work activities with flexibility and initiative

Desirable

- Detailed practical knowledge of the regulations surrounding copyright and Data Protection
- Knowledge or experience of archaeological and/or North African related collections



- Experiencing managing digitisation projects with a third-party company
- Experience conducting and publishing high-quality archival research

Skills, Abilities and Competencies

Essential

- High level of proficiency in English, sufficient to undertake research, teaching and administrative activities using English Language materials and to communicate effectively with staff and students
- Knowledge of and ability to apply international and national cataloguing and archival description standards
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Excellent organisational skills
- Excellent Information and Communication Technology skills, particularly Excel

****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.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage 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

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity 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 equality 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 equality, diversity and inclusion.

