



**TRINITY COLLEGE**  
UNIVERSITY of OXFORD

**Job Description**

**Digital Records Manager**

Trinity College was founded by Sir Thomas Pope in 1555 and is one of Oxford's smaller central colleges, occupying a beautiful site in central Oxford. The college has a student body of 300 undergraduates and 120 postgraduate students and a Governing Body of 48 fellows covering almost all academic disciplines active in Oxford.

The historical College Archives are managed by a part-time Archivist with long experience of the College.

Since 2018 the administration of Trinity College has been paperless and the College is now seeking to appoint a records manager to develop a digital archives policy. They will work closely with the Archivist, with the IT Manager, and with heads of department representing all aspects of college life (eg finance, operations, academic administration, fundraising and development).

Building on your existing experience of born-digital record management, this new role is an opportunity to set up, lead and develop the management and use of digital records within a stimulating and friendly academic environment.

**Principal responsibilities:**

- Surveying the records management needs and requirements of departments within the College, providing appropriate technical advice and support to departments in non-technical language
- Devising necessary systems and procedures for the appraisal, retention and transfer of records to the digital archive, and enabling appropriate use of such records. Trinity will be joining the Oxford University DigiSafe digital preservation service.
- Devising a policy for the archiving of email of the College's senior management team
- Completing reports and providing basic statistical data, as requested
- In due course, working with the Archivist to develop a digital collection of alumni materials

**Person Specification:**

**Essential:**

- A good undergraduate degree along with an ARA-accredited postgraduate qualification in records management
- Recent experience of digital management
- Familiarity with current records management procedures and standards
- Excellent IT skills, and the ability to learn new IT systems and packages quickly and effectively
- A good understanding of GDPR requirements and awareness of the legal and ethical issues of working with born-digital materials

- Excellent communication and interpersonal skills to enable liaison with a wide range of College departments and personnel, including senior staff, and an ability to work across teams
- Ability to work effectively and independently without direct supervision
- Ability and willingness to deliver training sessions

Desirable:

- Proven project management skills.
- Experience devising and running staff/user training sessions
- Demonstrable commitment to continuing professional development

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