



Job title	Impact and Outreach Officer	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Manuscripts and Special Collections, University of Nottingham Libraries	Location	University Park campus and King's Meadow Campus

Purpose of role

This is your opportunity to shape a new role, aimed at increasing research use of the collections held by Manuscripts and Special Collections including the University of Nottingham Museum of archaeology.

You will identify and implement ways to increase awareness and research usage of our archival, museum and rare printed collections by proactively engaging with academics, students and the local community.

You will help new and experienced researchers, of all levels, to increase their knowledge of and confidence in using our collections. You will build effective partnerships with University of Nottingham and external academics, working with them to design and lead projects and activities linked to the collections. You will work with community groups on participatory research projects, and pursue community-led collecting to help ensure that our collections reflect our locality and audiences.

You will design and deliver classes based on the collections for both internal University of Nottingham and external students. You will also design and supervise meaningful student placement opportunities.

You will undertake a varied programme of activities to increase awareness of the collections, which could include co-curating exhibitions, creating resource guides, writing articles and conference papers and creating website content.

In this role you will be working with the Museum team, based on University Park campus, and the archives and special collections teams based on King's Meadow campus. Travel between the University of Nottingham's UK campuses will be required and the role will include some evening and weekend work on an ad-hoc basis.

We welcome people from different cultures, ethnicities and beliefs and are currently working towards increasing the diversity of our department. Our city is known and loved for its diversity and we would particularly encourage applications from those who are currently underrepresented in Libraries, such as racially minoritised people, to better reflect the diverse community we serve.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Proactively identify opportunities to increase research usage of the collections</p> <ul style="list-style-type: none"> ▪ Establish and maintain partnerships with academics and community groups ▪ Work with researchers to embed collections at all stages of the research lifecycle ▪ Work with partners to co-design research projects that feature material from the collections, including academic, community and participatory research projects. 	45 %
2	<p>Design and deliver teaching</p> <ul style="list-style-type: none"> ▪ Teach classes to undergraduates, postgraduates and adult learners based on the collections held by Manuscripts and Special Collections, including the University of Nottingham Museum ▪ Work with academic departments to design new modules and classes that feature the collections 	15 %
3	<p>Supervise volunteers and placements</p> <ul style="list-style-type: none"> ▪ Design meaningful, research-based student placement opportunities ▪ Supervise student placements ▪ Investigate the potential for Masters and PhD studentships linked to the collections 	10 %
4	<p>Design and deliver activities and events</p> <ul style="list-style-type: none"> ▪ Co-curate exhibitions linked to research. These could be held in our Museum of Archaeology, our dedicated archival and special collections gallery, or be touring exhibitions. ▪ Design event programmes, including an increased event offering for students 	10%
5	<p>Promote collections to current and potential audiences</p> <ul style="list-style-type: none"> ▪ Write articles for internal and external publications, including Manuscripts and Special Collections' <i>Discover</i> magazine, and the Museums Association <i>Museums Journal</i> ▪ Create resource guides ▪ Promote work and collections at conferences ▪ Create website content including short films 	10%
6	<p>Pursue a programme of personal development</p> <ul style="list-style-type: none"> • Undertake a programme of continuing personal development, including the development of skills and knowledge required for the role 	5%
7	<p>Other</p> <ul style="list-style-type: none"> ▪ Any other duties appropriate to the role and level of the post 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills ▪ Influencing skills ▪ Excellent communication skills, including written and verbal communication ▪ Resilience ▪ Ability to work under own initiative ▪ Dynamic and creative approach and open to new ideas 	<ul style="list-style-type: none"> ▪ Familiarity with working across teams
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of University research processes ▪ Experience of collections-based research ▪ Familiarity with archival, rare printed or archaeological collections ▪ Knowledge of the Research Excellence Framework and Impact Case Studies and the Teaching Excellence Framework ▪ Experience of building and maintaining partnerships 	<ul style="list-style-type: none"> ▪ Experience of using archive, library or museum systems especially CALM, Alma and Modes. ▪ Experience of teaching or workshop delivery ▪ Knowledge and understanding around the development of collaborative projects ▪ Knowledge of research funding bodies and structures ▪ Experience of supervising volunteers and students
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Higher degree or experience of working in a research role in the Higher Education sector. 	<ul style="list-style-type: none"> ▪ Archival, library, museum or archaeology qualification or equivalent experience



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



