

Job description and person specification

Summary details	
<i>Unit name:</i>	MRC Laboratory of Molecular Biology (LMB)
<i>Division/Section:</i>	Operations / Archive
<i>Job title</i>	Vacation Student
<i>*Salary range:</i>	£16,619 - £17,048
<i>*Band (Grade):</i>	7a
<i>*Contract type (e.g. Open/Fixed term):</i>	Fixed Term
<i>*Hours (e.g. full or part time):</i>	36
Detailed job description	
<u>Overall purpose:</u>	
<p>To assist the Archivist in maintaining the Laboratory of Molecular Biology (LMB) Archive, researching data, updating records and scanning documents. Working within the overall programme aimed at maintaining an accurate archive and using the archive material to communicate LMB's research.</p>	
<p>The benefits to be gained by the Student may include:</p> <ul style="list-style-type: none">• Learning how to research accurate information.• Learning about data recording and archiving.• Taking part in team discussions about archive issues.• Having the opportunity to observe the LMB Archivist at work.• Interacting with LMB public engagement team and library to help with career decisions.• An opportunity to explore other resources and aspects of the Archive.	
<u>Main duties / key responsibilities:</u>	
<p>The job will involve primarily Internet searching, scanning material and updating databases. This will be planned and executed carefully under the guidance of the Supervisor and others. Solutions and new approaches will come from consulting others, reading the guidance and integrating knowledge from multiple sources.</p>	
<p>To organise work on a weekly basis and manage your archive work along with your Supervisor.</p>	
<p>To discuss progress and plan on a daily basis with your Supervisor and members of your Group.</p>	
<p>To ensure the archive work is carried out in accordance with good practice and in compliance with local policies and legal requirements.</p>	
<p>To contribute to the smooth running of the Archive, including the effective use of resources and taking responsibility for use of communal facilities.</p>	
<p>Specific duties may include:</p> <ul style="list-style-type: none">• Updating the past members list• Locating current addresses for LMB Alumni• Scanning and cataloguing newspaper articles• Sorting other material	
<u>Working relationships:</u>	
<p>You will report to the LMB Archivist and will interact and collaborate with the Archive Assistant, Library and Public Engagement Staff, students, researchers and support staff across the LMB, and with external Groups such as LMB Alumni as necessary.</p>	

Equality & Diversity

The MRC values the diverse skills and experience of its employees and is committed to achieving equality of treatment for all. Our objectives are that all individuals shall have equal opportunities for employment and advancement on the basis of their skills, aptitudes and abilities. The MRC is committed to the engagement and retention of the best possible talent and to creating an environment that encourages excellence in scientific research through good equalities and diversity leadership and management.

Corporate/Local responsibilities & requirements

You must at all times carry out your responsibilities with due regard to the MRC's:

- Code of Conduct
- Equality and Diversity policy
- Health and Safety policy
- Data Protection and Security policy

Job descriptions should be reviewed on a regular basis and at the annual appraisal. Any changes should be made and agreed between you and your manager.

The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and the MRC.

Person requirements

Education / qualifications / training required:

Essential: A Levels and about to study for, already studying or just completed, an Undergraduate or Master's degree in Information and Library Studies, Archives and Records Management or History (and Philosophy) of Science or a related discipline.

Previous work experience required:

Desirable:

- Experience of researching data via the Intranet.
- Experience of database management.

Knowledge and experience:

Verbal and written communication skills:

Essential: Ability to communicate in written and verbal form.

Desirable: Good computer skills.

Creativity and Initiative:

Essential: Ability to plan and carefully source accurate information.

Personal skills / behaviours / qualities:

Essential:

- Conscientious with a willingness to learn by listening to guidance.
- Attention to detail.
- Good organisational skills.
- Motivated individual with a strong desire for self and team development.
- Curiosity about science.

Desirable:

- Interest in a career in archiving or science communication.