

The Tavistock Institute is looking to work with a Digital Records Management Consultant to advise and consult on the next stage of our internal archive project

Background

The archive of the Tavistock Institute for Human Relations (TIHR) provides a comprehensive record of the formation, establishment and development of the Institute over a period of 70 years from the records of the projects with the War Office Selection Board in the 1940s which led to the development and establishment of the Institute to those of significant projects into the 21st century. The work of key figures in the development of the socio-psychological, socio technical and socio ecological approach to business management and the working environment is substantially represented. As are the signature projects in collaboration with major manufacturing companies in the 1950s and 1960s which made a major contribution to post-war Britain's economic revival. Currently, the Institute is nearing the end of a 2 year project that has successfully deposited and catalogued a significant archive of material with Wellcome. A catalogue of this material can be found [here](#).

Moving into the next stage

Having established our collection at Wellcome, the archive project is now moving into the second stage of work – moving on from paper records and into the digital records we hold. This stage looks to not only audit and identify our current digital records collection but also feed into a bigger process of streamlining our current information management processes. The Institute is keen to train internal staff as part of the ongoing process and also explore new technologies that may assist the development of an accrual package in the most cost effective way.

In order to take on the next stage of the project, TIHR are looking to recruit a Digital Records Management consultant who can take on the work in three phases

Phase 1

- Provide a high level audit of the digital records the Institute holds including technical issues
- Analyse how they intersect with analogue records and systems
- Provide a summary report and high level inventory

Phase 2

- Identify records which should be considered for long-term preservation and help to identify master copies
- Consider means to resource the work including working with students. The TIHR archive to date has provided a number of career enhancing opportunities to archivists and continues to do so.
- Develop a package of material to form a digital archive accrual to existing archive along with the metadata associated with this package (file formats, data sensitivity etc.)

Phase 3

- Assist TIHR to build a filing scheme into their current system a consequence of which will be help with future digital accruals including possible technological solutions.

We are looking for someone with

- Experience in digital records management, information management and archiving
- Solid technical skills, along with excellent analytical, organisational and communication skills (both written and verbal)
- The ability and interest to implement and manage the planning of a new digital phase of archiving
- Interest in public engagement as a continuation of the project. We have been keeping an [archive blog](#) documenting the process and bringing it to a larger audience.

Applying

If you are interested in working with us please send a two or three page outline proposal response to the above requirements. This should include your understanding of the brief and any questions; be structured as three phases of work; include a day rate and indicative number of days for each phase; show your track record of similar work.

If you wish to submit a proposal for this work, please contact Megan Davies who will be able to help you: m.davies@tavinstitute.org.