



## Candidate Information

<b>Position:</b>	Digital Preservation Officer
<b>School/Department:</b>	Library Services and Research Support
<b>Reference:</b>	22/110517
<b>Closing Date:</b>	Monday 9 January 2023
<b>Salary:</b>	£29,619 - £34,308 per annum
<b>Anticipated Interview Date:</b>	Thursday 26 January 2023
<b>Duration:</b>	1 year

### JOB PURPOSE:

To be responsible to the Head of Special Collections and Archives for a range of duties relating to the implementation of the Library Services' Digital Preservation Policy, developing the Digital Asset Register and supporting the set up and implementation of the Digital Preservation Platform. Devise and help deliver a programme of advocacy and training, ensuring Library Services staff are familiar with principles of digital preservation and that good practice is disseminated.

### MAJOR DUTIES:

1. Work as part of a team to co-ordinate, scale, support and maintain the Digital Preservation Platform, services and workflows needed for digital preservation.
2. Develop, manage, and implement a Digital Asset Register for Library Services.
3. Coordinate the development and implementation of effective processes for the deposit, discovery and preservation of digital collections.
4. Implement and maintain digital preservation workflows to ensure long-term care for born-digital and digitised material.
5. Preparation of digital assets, metadata and data ingestion into the Digital Preservation Platform.
6. Provide advice and support for library staff processing digital collection material into the Digital Preservation Platform.
7. Produce guidelines and procedures relating to the long-term preservation of born-digital and digitised assets.
8. Investigate digital preservation issues and risks; propose and implement solutions to resolve or mitigate them.
9. Provide support for advocacy and awareness-raising activities across the Information Services Directorate and the University.
10. Meet quality service standards in the delivery of own and team work.
11. Contribute to the effective maintenance of online and physical information and documentation, e.g. user documentation, web pages, etc.
12. Contribute to the development and monitoring of Divisional and team strategies and plans. Maintain an awareness of relevant University strategies and plans.
13. Collect, analyse and present reports, statistics and results to inform decision making within relevant area.
14. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

### ESSENTIAL CRITERIA:

1. Minimum of Degree (or equivalent qualification)  
OR  
Substantial relevant experience to include:
  - Experience of producing documentation to support end users;
  - Experience of developing or providing training;
  - Experience of working with metadata, bibliographic data or of cataloguing.
2. A minimum of two years recent (i.e. in the last 5 years) relevant experience to include:
  - Experience of producing documentation to support end users
  - Experience of developing or providing training
  - Experience of working with metadata, bibliographic data or of cataloguing.

3. Excellent digital literacy skills including competency in MS Office and demonstrable experience of using IT applications successfully in a workplace setting.
4. An understanding of trends in information management and delivery.
5. Demonstrated aptitude for, and interest in, learning new technologies and skills.
6. Excellent oral and written communication skills.
7. Ability to work on own initiative and collaboratively as part of a team.
8. Must be able to work quickly and accurately under pressure.
9. Analytical and problem-solving skills.
10. Ability to plan and organise work activities.
11. Must be flexible as the post will involve regular evening work.

**DESIRABLE CRITERIA:**

1. A relevant qualification or equivalent in Librarianship, Archival or Information Studies, Information Management or a related discipline.
2. Experience in an academic or research library.
3. Experience managing the digital preservation of information resources.
4. Experience of project planning and reporting.
5. Understanding of at least 2 of the following:
  - Digital Preservation
  - Digital Curation
  - Content management and organisation
  - Copyright in digital environments.
6. Demonstrated understanding of metadata standards relevant to digital preservation and libraries.