Candidate Information

Position: Digital Scholarship Assistant Librarian
School/Department: Library Services and Research Support
Reference: 23/111068
Closing Date: Monday 10 July 2023
Salary: £36,333 - £43,155 per annum
Anticipated Interview Date: Thursday 27 July 2023

JOB PURPOSE:

To be responsible to the Head of Special Collections & Archives for a range of duties carried out in support of a newly established post of Digital Scholarship Assistant Librarian to work closely with a range of academic and professional services stakeholders to develop and implement a suite of training, advice and policy resources to support researchers, students and staff to develop skills, projects and funding applications.

This post will be a focal point to bring together projects and initiatives across a range of departments to support research and share knowledge across schools and professional services at Queen's and through external and international collaboration.

MAJOR DUTIES:

1. Foster collaborative relationships across relevant professional services teams and academic departments to enhance and embed sustainable support for digital scholarship activities to meet the needs of our academic, student and Library community.
2. Support and develop the Digital Scholarship Hub (DSH) to sustain an online presence and associated content to include:
   • Signposting to internal and external resources
   • Case studies
3. Explore development of appropriate subject guides for a range of digital scholarship related platforms or activities.
4. Support and develop digital scholarship networking and training events at Queen's and with relevant external partners.
5. In collaboration with Computing Services, agree standard support services and provision for research projects; investigate future requirements and take a proactive approach making recommendations to improve and develop services.
6. Explore models of good practice where digital scholarship has been successfully embedded and make recommendations for delivery at Queen's.
7. Provide a single point of contact to liaise between existing and new research projects using digital scholarship with relevant professional services colleagues.
8. Develop collaborative proof of concept and or exemplar projects based on SCA analogue and digital holdings.
9. Partner with faculty, students, and other researchers to create effective, innovative, and sustainable digital scholarship projects.
10. Represent, promote and disseminate activity relevant to digital scholarship at Queen's and with external partners.
11. Maintain awareness of emerging and evolving technology, trends, tools, methods, and initiatives in digital scholarship/data science.
12. Contribute to the development and monitoring of divisional and team strategies and plans, maintaining an awareness of relevant University strategies and plans.
13. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

ESSENTIAL CRITERIA:

1. A degree level qualification in any discipline
   OR
   Substantial relevant experience in a similar role.

2.   Substantial recent relevant experience, including at least two of the following:
    • Work in higher education or research environment, working with staff, students and visitors
    • Engaging proactively with researchers.
    • Working with metadata and/or large amounts of data.
3.   Demonstrable experience planning and managing digital or other projects effectively.
4.   Excellent organisational skills with experience of organising, managing and hosting events (including online).
5.   Excellent IT skills including experience of standard office systems and applications, email and digital communications.
6.   An adaptive, can-do and proactive approach with a strong commitment to customer service and ongoing service development.
7.   Excellent communication, interpersonal and negotiating skills to liaise effectively with diverse audiences; and the ability to communicate complex ideas in a clear, accurate but accessible way.
8.   Demonstrable experience of fostering collaborative relationships; building and managing networks and connections of relevant individuals, internal and external.
9.   Ability to deliver presentations and write formal reports.
10. Ability to work on own initiative and collaboratively as part of a team.
11. Must be able to work quickly and accurately under pressure.
12. Demonstrable ability to prioritise a varied workload.
13. Analytical and problem-solving skills.
14. Committed to personal and professional development and be willing to participate in relevant external forums and events.
15. Post will involve regular evening work.
16. Flexibility in the hours/days worked may be necessary to cover training commitments.

DESIRABLE CRITERIA:
1.   A degree, postgraduate qualification or equivalent in Librarianship, Archival or Information Studies, Information Management or a related discipline.
2.   Experience of writing for diverse audiences, including development of user documentation, webpages, Libguides etc.
3.   Experience in training/teaching small or large groups.
4.   Knowledge of current trends and activities in digital scholarship / digital humanities in HE.