1 JOB DESCRIPTION

Faculty / School or Division: Library Services/Strategic Planning and Projects
Faculty/School or Division Address: Augustine’s Courtyard, Orchard Lane, Bristol

<table>
<thead>
<tr>
<th>Job Family:</th>
<th>Professional &amp; Administrative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade:</td>
<td>J</td>
</tr>
<tr>
<td>Salary range:</td>
<td>£37,345 pro rata, per annum</td>
</tr>
<tr>
<td>Hours of work:</td>
<td>35 hours per week</td>
</tr>
<tr>
<td>Contract type:</td>
<td>Fixed Term (9 months)</td>
</tr>
<tr>
<td>Work pattern:</td>
<td>Full time, Mon-Fri</td>
</tr>
<tr>
<td>Vacancy Reference Number:</td>
<td>SUPP105174</td>
</tr>
</tbody>
</table>

1.1 Main Job Purpose

The purpose of the role is to help with the initial implementation of a digital asset management system closely integrated with existing archival and bibliographic catalogues within Library Services and the Theatre Collection. This is as part of a project to manage and preserve the University’s digital cultural assets. The post-holder will lead the work on the development of the technical and legal frameworks under which the new system will operate. In particular the post-holder will use their knowledge and expertise of digital archiving and digital asset management systems to lead on the creation of policies and procedures for the access rights and usage of the system to hand over for ongoing implementation within the University’s Cultural Collections (Special Collections and the Theatre Collection). This work will support the University of Bristol’s technology enhanced learning strategy as well as providing links to research and teaching needs across the organisation.

The post-holder will work closely with colleagues from the University’s Strategic Projects and Programmes Office and from the archival and bibliographic staff of Special Collections and the Theatre Collection (subject matter experts) on the implementation of the new system, assisting with the design of the system configuration, workflows and permissions based on the frameworks established as part of the project.

1.2 Main Statement of Responsibilities

Analysis, Reporting and Documentation

- Leads the overall strategy, workflow and implementation of the Digital Asset Management system in partnership with the Digital Archival Management (DAM) Project staff.
- Designs the Digital Archival Management Use Policy and associated guidelines, including the development, of an OAIS compliant Digital Preservation Policy.
- Working with the Special Collections and Theatre Collection staff (subject matter experts) helps to guide the design and mapping of future back office processes related to the ingest and management of digital archival materials.
Customer Services & Support

- Provides specialist advice on policy and technical issues to the DAM Project Manager, Business Analyst and senior users throughout the system implementation phase of the project.
- Explains technical/legal/regulatory/procedural information or other complex issues/solutions to stakeholders and end users.
- Designs training materials around the implementation of policies and associated guidelines around the implementation of the DAM.
- Leads user acceptance testing and training for the project.

Planning & Organising

- With support from the assigned Business Analyst and the staff of Special Collections and Theatre Collection (subject matter experts), undertake user acceptance testing (UAT) of the Digital Asset Management system, including the definition of test scripts and test plans.
- Assists (in conjunction with IT specialist support) with design of system configuration, workflows and permissions, grounded in a thorough assessment of the complex needs of Special Collections and the Theatre Collection and working alongside the Digital Archivist, who will provide close liaison with the library and archive practitioners.

Liaison

- Liaises with appropriate professional services and academic staff in the development of policies and guidelines associated with the Digital Archival Management Project, including a Digital Preservation Policy, to ensure that they are fit for purpose.
- Liaises with line-manager and project sponsors to monitor/report progress against key stages of the system implementation.

Decision Making

- Decides on the best approach for the implementation of policies and procedures, taking into consideration wider implications with regard to complex cases.

Problem Solving

- Evaluates and analyses information, uses initiative and creativity to solve non standard problems.

People Management

- Advise and gain the support of others (e.g. staff, external suppliers) in order to ensure the delivery of project objectives, sometimes people that lie outside of your span of control.

1.3 Relationships

Line manager: Head of Research Support

Line manager to (where appropriate): not appropriate
1.4 Organisation Chart

N.B This post is based in Library Services but will work very closely with Theatre Collection staff and Strategic Projects and Programmes staff.

1.5 Job Hazards/Safety Critical Duties (Pre-employment health screening)

- N/A

2 PERSON SPECIFICATION

2.1 Relevant Experience, Skills and Knowledge

Essential

- Considerable experience working in the field of Digital Archives and Digital Rights Management.
- Knowledge of digital asset management software packages.
- Knowledge of digital preservation.
- Excellent understanding and experience of copyright and digital rights management issues.
- Project Management skills.
- Technical authoring skills.
- Demonstrable experience of broad-based range of digital technology, with a demonstrated ability to rapidly familiarise with new technologies and products.
- Ability to understand requirements and work to maximise system effectiveness.
- The ability to prioritise effectively and meet deadlines within a pressurised environment.
- Knowledge and experience gained working in a similar complex organisation.
Desirable

- Knowledge of working in a HE environment and/or library and archive services.
- Experience of library and archive services, and implementing library/archive support systems.
- Experience of software application testing.
- Experience of training library staff in digital rights management.

2.2 Relevant Qualifications

Essential

- Postgraduate qualification in Archives Management or Records Management (or related discipline).

Desirable

- Qualification in digital curation.

2.3 Communication and Interpersonal Skills

Essential

- Excellent communication skills and an understanding of communication approaches, including ability to tailor messages to suit technical and lay audiences.
- Demonstrated ability to work individually and collaboratively in a team environment.
- Demonstrable experience of working effectively to demanding deadlines, prioritising own workload with minimal supervision to deliver agreed results.
- Excellent analysis and problem solving skills, flexibility and tenacity.

Desirable

- Previous experience of working with/managing student interns and/or volunteers.