



University of
Nottingham
UK | CHINA | MALAYSIA

THE UNIVERSITY OF NOTTINGHAM
Recruitment Role Profile Form

Job Title: Digital Preservation Officer

School/Department: University of Nottingham Libraries

Job Family and Level: Administrative, Professional & Managerial Level 4

Contract Status: Fixed term to 31 July 2020

Hours of Work: 36.25 hours per week

Location: Kings Meadow Campus

Reporting to: Keeper of Manuscripts and Special Collections

Purpose of the Role:

The Integrated Scholarly Information (ISI) project will deliver Digital Preservation capability and technology to the University of Nottingham Libraries.

The role holder will work as part of the ISI project team and work closely with colleagues in both Manuscripts and Special Collections and Content and Discovery to introduce a new Digital Preservation System and implement the Digital Preservation and Access Policy. They will ensure the long-term preservation and access to digital assets in accordance with professional standards and best practice.

Context:

As part of the Digital Learning strand of the University's Digital Futures programme, the ISI project will deliver a personalised and integrated experience of learning and research content through an uplift in digital library functions and enabling technology.

There are 5 strands to the project:
Strand 1 Library Management System (LMS);
Strand 2 Self-service and Security;
Strand 3 Digital Content and Discovery;
Strand 4 Preservation and Archiving;
Strand 5 Reading Lists.

This post will help to deliver Strand 4

	Main Responsibilities	% time per year
1.	To assist with the market appraisal and procurement of a digital preservation system for both born digital archives and digitised content including digitised film and sound recordings.	10%
2.	To develop and implement standards, procedures, systems, tools and workflows for the preservation of, and access to, born digital archives and digitised content.	25%
3.	To advise and train colleagues in Manuscripts and Special Collections and the University of Nottingham Libraries on issues relating to digital preservation including principles, procedures, systems, tools and workflows and the preparation of files for preservation and metadata requirements.	20%
4.	To prepare, process and manage digital materials (born digital and digitised) held by or being acquired by Manuscripts and Special Collections; advise on formats, methods of transfer, receipt and storage and process holdings using appropriate systems and tools; and cataloguing within CALM.	30%
5.	To liaise with relevant colleagues within the department and across the University on digital preservation including Information Services, staff responsible for corporate records, research data and information security and researchers; and with external suppliers and owners of digital archives.	10%
6.	To actively keep up to date and pursue a programme of personal development, including the development of specialist skills where required	5%
7.	Any other duties appropriate to the level and role	

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> • Education to degree level • Postgraduate archive qualification or equivalent professional expertise from a proven track record of relevant work 	<ul style="list-style-type: none"> • Registered membership of Archives and Records Association or commitment to work towards
Skills/Training	<ul style="list-style-type: none"> • In depth knowledge of digital preservation theory, standards and best practice including content management, access, migration and preservation • Knowledge of data storage methods, media and security • Knowledge of the Open Archival Information Systems model • Knowledge of metadata standards, data structure standards and models relevant to digital archives eg Dublin Core, PREMIS • Knowledge of national and international archive standards and digital archive cataloguing practices • Excellent time and organisational management skills • Excellent IT skills • Excellent oral, written and interpersonal communication skills • An ability to work to deadlines and to prioritise and schedule workloads and respond to unforeseen issues and changing circumstances 	<ul style="list-style-type: none"> • Knowledge and awareness of recent developments in higher education • Presentation skills
Experience	<ul style="list-style-type: none"> • Experience of the management and preservation of born digital and 	<ul style="list-style-type: none"> • Experience of CALM, Primo, Alma, Digitool and Portfolio

Statutory/Legal	<p>digitised resources including the appraisal, curation and processing of collections in line with standards and best practice</p> <ul style="list-style-type: none"> • Experience of developing procedures for digital preservation • Experience of digital preservation tools and systems • Excellent knowledge of archives, manuscripts and special collections • Experience of archive management systems • Experience of digitisation and the application of technologies in the management and promotion of archives and special collections and the development of innovative solutions • Ability to work on own initiative • Experience of working in a team environment with colleagues from different professional backgrounds and sharing expertise 	<ul style="list-style-type: none"> • Experience of Project Management • Experience of cataloguing a range of archives • Experience of the supervision of staff and volunteers • Understanding of the information requirements and information-seeking behaviour of students, researchers and the general public • Experience of preparing and delivering training
	<ul style="list-style-type: none"> • Knowledge of UK Copyright, Data Protection and Freedom of Information legislation • Working knowledge of health and safety legislation 	

Additional Information

Manuscripts and Special Collections have developed a Digital Preservation and Access Policy <https://www.nottingham.ac.uk/manuscriptsandspecialcollections/aboutus/policies/collecting.aspx> and completed a digital asset survey. Some sound and film recordings have been digitised and unstable digital files migrated. We currently hold approximately 700GB of digital archives including born digital records in a variety of formats and digitised sound and film recordings and 6TB of digitised images.

We are now seeking to introduce a digital preservation system and appropriate archive storage to ensure the long term preservation of our digital holdings.

Head of School/Department (or nominee):	Mark Dorrington
Date completed:	Sept 2018

University of Nottingham Libraries

The University of Nottingham's position as a world-class University is confirmed by its ranking in the global league tables. We are ranked in the UK and European top 30 and in the top one per cent of all universities worldwide. In order to build upon this position our Global Strategy 2020 sets out goals and actions that target areas of challenge while laying the foundations for ongoing success into the future. The Strategy aims to strengthen and enrich our core activities of Education and Research; address the changing expectations of our students; target investment in research strengths; focus on enhancing quality; and continue to differentiate The University of Nottingham on the basis of an outstanding student experience and our distinct approach to internationalisation.

The University of Nottingham Libraries provides a full range of library and learning technology services to the University. It puts students and academics at the heart of everything, working in partnership with academic and professional service colleagues to provide the right environment for learners, teachers and researchers to discover, develop, use and share information and learning content in support of knowledge creation and dissemination. We work closely with colleagues at our international campuses, and share the same library systems and virtual learning environment.

University of Nottingham Libraries provides a comprehensive range of services, including eight libraries in the UK; over one million print books and journals; 450,000 electronic books and 40,000 e-journals; three million manuscripts including collections of international importance; and a full range of learning technologies including Moodle. Services are provided over extensive hours, seven days a week, and 24/7 at key times.

The department has approximately 180 FTE staff distributed around the University's campuses in the UK, and grouped into six sections: Learning Technology, Manuscripts and Special Collections, Research and Learning Services, Customer Services, Content and Discovery, and Strategy and Planning.

Our wide-ranging services include:

- frontline lending and enquiry services across eight libraries
- managing a variety of study spaces
- information skills teaching
- acquiring, managing and promoting printed and electronic information resources for research, learning and teaching, including Manuscripts and Special Collections
- delivering eLearning services and development of new technologies

Manuscripts and Special Collections

The holdings of the section have been built up over eighty years. They include designated collections of national and international significance. A particular strength lies in family and estate archives of the East Midlands. The section also looks after library holdings of rare printed books and a local studies collection.

The section is managed by the Keeper of Manuscripts and Special Collections and comprises 19 staff (14 fte) in two teams each headed by a Senior Archivist. The Collections Team has responsibility for the acquisition, development, preservation and cataloguing of archives, manuscripts and special collections and the Academic and Public Engagement Team has responsibility for the delivery of public services, academic liaison to support teaching and research and public engagement. Many functions involve cross team working, collaborating both in operational services and in special projects.

The section moved to its present home at the University's King's Meadow Campus in 2006. This move has provided expansion space and extended the facilities for storage, digitisation and conservation. A dedicated gallery space is available at Nottingham Lakeside Arts on University Park for the section's rolling programmes of exhibitions and events. Staff work closely with the University's research and teaching community, providing advice for students and consulting on acquisition priorities. A small meeting room is regularly used for classes.

The section has an extensive website, offering information about the collections, research guidance for users of archives, e-learning packages, and content aimed at schools, as well as catalogue access, and other digital visual resources <<http://www.nottingham.ac.uk/mss/>> A blog provides current news, and is used to highlight particular resources and services.

Manuscripts and Special Collections was awarded Archive Service Accreditation in 2016



