university of the arts london

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Digital Archives and Collections Implementation Manager	**Grade:** 5
Accountable to: ASCC Manager	**Salary** :
Department: Library Services	**Location:** One primary location as designated, LCC or HH
Section: Archives & Special Collections	

Contract Length: 1 year fixed post	**Hours per week:**	**Weeks per year:**

Purpose of Job:

UAL has a well-developed infrastructure for managing physical archives and special collections including an accredited Archives & Special Collections Centre. The purpose of this role is to support the implementation and development of digital asset management including management of digitisation processes, digital object management, preservation, and to progress the discovery of an innovative and user led interface to digital collections.

Main Duties and Responsibilities:

1. Support the implementation of the Digital Archives & Collections (DAC) project for Library & Academic Support (LAS) and other collection owners, in liaison with IT Services; focusing initially on the implementation of the selected digital asset management/ preservation system.
2. Work with IT Services, collection owners, users and web developers (internal and external) to carry out a discovery exercise for the delivery of an innovative interface to digital collections, enhancing the user experience to support teaching learning and research, and the University's engagement activities.
3. Establish & manage the integration of the procured digital asset management / preservation system with existing collection management tools including Calm and The Museum System, and/or future collection management tools as may be required.
4. Work with relevant IT personnel to manage ongoing service provision, technical issue resolution or required improvement activities / projects.
5. Support the digitisation requirements within the Library Services Collection Development & Management Policy, developing capability in house as well as liaison with external agencies as appropriate.
6. Work with collections owners and Manager of the Archives & Special Collections Centre (ASCC) to ensure a pipeline of digital content, with copyright clearance, establishing processes for ingestion of born-digital and digitised content.
7. Ensure documentation of processes, workflows and standards for digital asset management, producing guidance notes for collection managers.
8. Ensure effective and systematic management and preservation of the digital assets
9. Be an advocate for the Digital Archives and Collections project, liaising with university collection holders and other stakeholders to ensure an embedded system and service
10. Prepare and write cases and bids to apply for funding to carry out digital library projects
11. Represent Library Services at relevant University and College committees and groups in order to ensure the ongoing relevance and integration of Library Services as a support service within the academic and organisational development of the College(s) and the

University.

12. Represent Library Services at external meetings as required including meetings with external suppliers and service providers and within relevant user groups to ensure that Library Services' requirements are addressed.

13. Promote the service internally and externally to the profession and the wider academic and professional community.

In addition the post holder will be expected to:

14. Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.

15. Undertake health and safety duties and responsibilities appropriate to the role.

16. Work in accordance with the University's Equal Opportunities and Diversity Policy and the Staff Charter, promoting equality and diversity in your work.

17. Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.

18. Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

19. Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key working relationships:

- IT Services (Project Manager, Business Analyst, Solutions Architect) *[During project implementation]*
- IT Services & Operations (Technical Services, Support Services, Comms & Engagement) *[through transition to BAU and for ongoing support]*
- Associate Director, Content & Discovery
- Manager, Archives & Special Collections Centre
- Manager, Resources & Systems
- Archives & Special Collections Community of Practice, and other UAL collection owners
- Research Management & Administration
- Teaching & Learning Exchange
- External partners e.g. suppliers

Resources Managed:

- Budgets:
- Staff:
- Other (e.g. accommodation; equipment):

Digital Archives and Collections Manager Grade 5

Job Title: Digital Archives & Collections Manager   Grade: 6

Person Specification	
Specialist Knowledge/ Qualifications	• Current knowledge of archive management systems, (e.g. Calm, The Museum System) including standards and metadata • Knowledge of leading edge developments in digital asset management, preservation and delivery • Knowledge in the use of Digital Preservation Systems • Knowledge & experience of web and application development technologies [Java, APIs, JSON] • Knowledge & experience of web and application development processes [Agile, Configuration, Customisation, Open Source Development, UX Design] • A degree in a relevant area or equivalent
Relevant Experience	• Substantial current knowledge and experience of the trends, issues associated with digital collections and services, in an academic or heritage sector, and ideally an arts context • Understanding of copyright law and rights management in creation and use of digital objects • Project management, including agile application development • Software development experience • User experience / interface design and development experience • Evidence of the application of innovation and best practice in service delivery • Experience of database applications management
Communication Skills	Communicates effectively with multiple stakeholders
Leadership and Management	Has the vision and confidence to lead the development of a new specialist area of activity
Research, Teaching & Learning	Applies innovative approaches to professional practice to support excellent teaching, pedagogy and inclusivity
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups, as well as independently
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Date: December 2016, September 2017 NG, JC