

Vacancy / Secondment Opportunity at the Digital Preservation Coalition

The Digital Preservation Coalition (DPC) seeks to recruit an experienced and capable member of staff to work closely with the Executive Director of the Coalition in a communications role.

This is an exciting opportunity to work in a high-profile and wide-ranging role. The post has two functions: to design and deliver a range of communications and information-provision tasks in support of the DPC strategic plan; and to deliver the Coalition's commitments to a new international research project '4C'. Because the DPC's role in the 4C project is primarily concerned with communications, these functions are complementary and have been combined into a single post. Recruitment will be to the DPC offices in Glasgow or York and is available immediately for 12 months.

You will work internationally with the world's leading authorities in digital preservation, helping to communicate first class research, connecting leaders and professionals from different sectors and disciplines, and helping to influence public policy. You will have the opportunity to develop an exceptional international portfolio of professional contacts and you will gain experience in the operation of EC-funded research ahead of the commencement of the 80bn Euro investment in the Horizon 2020 programme.

You will have strong communication skills with experience of new media, but with enough knowledge of digital preservation – or with a proven capacity to learn quickly – in order that you can support and engage others with the outcomes of cutting edge research.

DPC welcomes proposals from its members about secondments of existing staff.

Background to the DPC

The Digital Preservation Coalition (DPC) is an advocate and catalyst for digital preservation, enabling our members to deliver resilient long-term access to content and services, and helping them derive enduring value from digital collections. We raise awareness of the importance of the preservation of digital material and the attendant strategic, cultural and technological issues. We are a not-for-profit membership organisation and we support our members through knowledge exchange, capacity building, assurance, advocacy and partnership. Our vision is to make our digital memory accessible tomorrow.

Digital preservation is characterised by a supportive, international and vibrant community which is growing rapidly. Cross-sector and interdisciplinary collaborations are highly valued and they create the conditions for creativity and innovation in the face of shared challenges. The DPC was founded in 2002 and occupies a distinctive position within this community. It works with and on behalf of the leading experts in the field internationally and it has a world class reputation.

At the time of writing the DPC is in the second year of a three year strategic plan. It has thirty-nine institutional members in the UK and Ireland, a number of international partners around the world and a small number of personal members. DPC's core funds come through member subscriptions but it is also engaged in a small number of high-profile and externally-funded research projects (SPRUCE, APARSEN and TIMBUS). The DPC employs four full time staff comprising Executive Director, Business Manager and two Senior Project Officers and it maintains offices at the Universities of Glasgow, York and at the British Library in London. Additional support is brought in as required through a mix of office temps and specialist consultancies. DPC is governed by a board of directors constituted from its full members.

The DPC's core activities revolve around the broad topics of enabling and advocacy for long-term access to digital objects. The former is particularly focussed on ensuring that our members' work forces have the skills, tools and capacity to secure the digital legacy that our members curate, commission or create. This takes the form of training events, specialist briefings, reports, professional networking and mutual support. Advocacy requires the DPC to participate in public and institutional policy setting, reforming and updating procedures that inhibit the effective management of our digital legacy, thus facilitating the realisation of the medium and long term potential of digital resources. For more information about the DPC's core programme see the strategic plan: http://www.dpconline.org/component/docman/doc_download/713-dpcstrategicplan2012-15

The DPC is involved in two established research projects funded by the European Commission's 7th Framework Programme called APARSEN and TIMBUS. APARSEN project is a network of excellence that brings together a diverse set of organisations, exploiting their diversity by building a long-lived Virtual Centre of Excellence for Digital Preservation. The project is co-ordinated by STFC. The core idea is to provide a check against fragmentation of digital preservation research by seeking to establish a shared vision and forum for the exchange of ideas. The TIMBUS Project is designed to offer 'timeless business processes and services'. Business processes rely on increasingly complicated networks of responsibility in which services and data are shared and distributed. If the execution context of business processes assumes that services and data are available, then digital preservation services will also need to provide mechanisms that describe and exhumate defunct processes. This approach is innovative but complementary to existing tools and services. The DPC is responsible for developing, trialling and delivering training materials derived from the TIMBUS Project.

Background to '4C'

In 2012 the DPC joined a consortium to deliver a 'Coordination and Support Action' for the European Commission called the 'Collaboration to Clarify the Costs of Curation' (hereafter referred to as 4C). The project is led by Neil Grindley of Jisc and involves 13 partners in seven countries including the Universities of Glasgow, Edinburgh and Essex. Partners in the project are drawn from public and private sector and have an enormous and diverse set of skills and expertise to bring to the project.

As the name implies, 4C is a collaborative effort to clarify the costs of curation and preservation. Although there has been a considerable amount of research into cost modelling for preservation in recent years, this work is far from complete. Results have had only a mixed impact: the uptake of tools and methods has been patchy; and they have only partially integrated into other digital preservation management processes. The main objective of the 4C project is, therefore, to ensure that where existing work is relevant, that stakeholders realise and understand how to employ those resources. But the additional aim of the work is to examine how they might be made more fit-for-purpose, relevant and useable by a wider range of stakeholders operating at different scales in both the public and the private sector.

These objectives will be achieved by a coordinated programme of outreach and engagement that will identify existing and emerging research and analyse user requirements. This will inform an assessment of where there are gaps in the current provision of tools, frameworks and models. The project will support stakeholders to better understand and articulate their requirements and will clarify some of the complexity of the relationships between cost and other factors.

The outputs of this project will include stakeholder engagement and dissemination events (focus groups, workshops, a conference), a series of reports, the creation of models and specifications, and the establishment of an international Curation Costs Exchange framework. All of this activity will enable the definition of a research and development agenda and a business engagement strategy which will be delivered to the European Commission in the form of a roadmap.

The DPC's role in the project is to support the 'Engagement' workpackage which is being led by Deutsche Nationalbibliothek. DPC is charged with helping to manage relationships with stakeholders, organise events, plan and facilitate communications, establish and manage the project website and then ensure the long term delivery of project outcomes. In particular it is hoped that the DPC can provide a series of workshops or events on the topic of cost modelling for its members, using their expertise and the 'safety' of the DPC as a place to share information that might be too sensitive to share in more public fora. This exchange will form the basis for a larger, anonymous but informed costs exchange.

Brief description of duties

This is a wide ranging post which has two distinct but related functions: to design and deliver a range of communications and information-provision tasks in support of the DPC strategic plan; and to deliver the Coalition's commitments to a new research project '4C'. Because the DPC's role in 4C is mostly concerned with communications and stakeholder relations, these roles are complementary and require similar sets of skills.

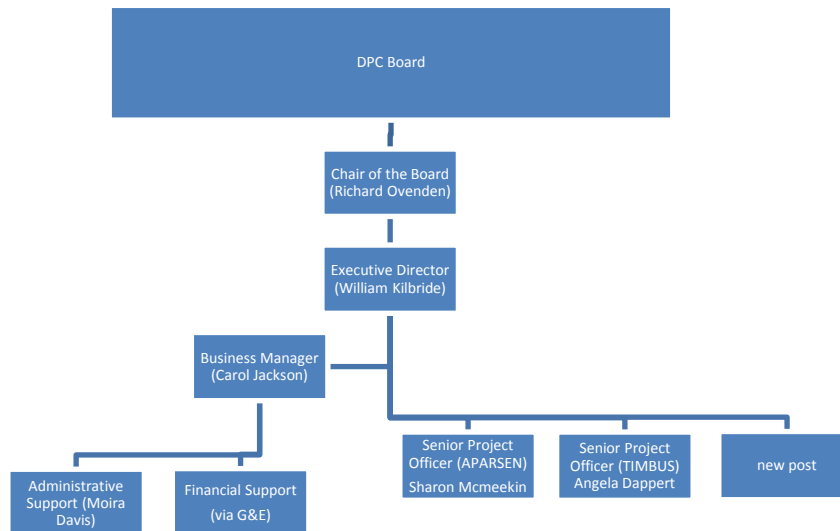
Eligibility

To qualify for employment with the DPC, you must be eligible to work in the UK.

Working for the DPC

You will be line managed by the DPC Executive Director Dr William Kilbride. The existing DPC staff is made up of the Executive Director Dr William Kilbride, the Business Manager, Ms Carol Jackson based in the DPC Registered Office within the University of York Science Park, and two Senior Project Officers, Senior Project Officer Sharon McMeekin (APARSEN) based in Glasgow and Senior Project Officer Angela Dappert (TIMBUS) is based in the British Library, London. You will be based in either of the DPC offices at the University of York or the University of Glasgow.

The DPC management structure, including the post advertised, is illustrated below.



Salary and Terms

The salary range is £31,948 to £39,257 per annum.

This is a DPC 'Senior Officer' post and will carry the title 'Senior Project Officer'. It will be appointed on the University of Oxford salary scale at Grade 7 (points 32-39 of the national academic scale). The post is available immediately and the contract is for 12 months.

DPC staff work to standard conditions of employment laid out in the DPC staff handbook and this post forms part of the DPC staff complement. Cost of living increases follow those agreed each year at the University of Oxford. Increments are available depending on performance, appraised annually. The DPC pays an employers' pension contribution of 16% into a private pension scheme for the employee which should be met by personal contributions from the employee. The DPC will make these arrangements on upon notice of a chosen pension provider. The annual holiday entitlement is 25 days excluding public holidays. Annual leave is to be taken by arrangement with the Executive Director. DPC employees are required to travel frequently within the UK and overseas and should be available for occasional evening and weekend work.

How to Apply

The closing date for applications is 1200 on 15th February 2013

Applications should be submitted by email to carol@dpconline.org, providing a letter of application explaining how skills match the job description and specification; and a full CV illustrating all relevant experience and qualifications. The application including CV and letter should not exceed 8 pages. It is anticipated that interviews for the post will be held on the week commencing **25th February and provisionally in the DPC office in Glasgow.**

If you have any queries relating to your application, please do not hesitate to contact the DPC Business Manager Carol Jackson on +44 (0)01904 435 362 or email at carol@dpconline.org.

Job Description and Person Specification

Job Title: Senior Project Officer

Grade: 7 (UK UCU/UCEA National Agreement point 32-39)

Responsible to: Executive Director

Other Internal Liaison: Business Manager, Special Project Officer (TIMBUS), Senior Project Officer (APARSEN), DPC Board, DPC Members

External Liaison: 4C Project, APARSEN Project, TIMBUS Project, Prospective DPC members, Digital preservation and cognate professionals world wide

Duration: one year fixed term contract with possibility of renewal

Purpose

To deliver and to design and deliver a range of communications and information-provision tasks in support of the DPC strategic plan; and to deliver and maximise benefits that will accrue to DPC members from the Coalition's participation in the 4C Project, thereby maximising the impact of the 4C Project.

Main Duties and Responsibilities

Core duties include:

- Developing the DPC's online presence via webinars, wiki tools and other social media
- Supporting the organisation of DPC member briefing days
- Supporting DPC responses to consultations on public policy and standards development
- Establishing and running the 4C project web and social media presence
- Drafting and delivering the 4C project communications plan
- Managing, reporting and monitoring stakeholder relations for the 4C project
- Delivering consultation and dissemination events for the 4C project

In achieving these, the following duties are required:

- Consulting with DPC members about their needs and documenting them
- Reporting emerging capacities and research findings to DPC members
- Facilitating collaboration between DPC members
- Supporting the development of the DPC's core membership
- Engaging with the specialist media to raise awareness of DPC issues
- Designing and disseminating the 4C Costs Exchange
- Administration and preparing reports on DPC involvement in 4C project
- Routine liaison between DPC and 4C
- Occasional support as directed to other externally funded projects
- Support to the DPC Executive Director and Business Manager

Person Specification

| | Essential | Desirable |
|----------------|--|---|
| Qualifications | Educated to degree level with 4 years' experience in a relevant role and appropriate work-based training; OR Educated to postgraduate degree level with demonstrable interest in relevant subject. | Qualifications in the use of social media for marketing and communications; qualifications in project management; demonstrable interest in digital preservation |
| Knowledge | Excellent IT literacy; knowledge of procedures and process in communications; knowledge of emerging trends in communications. | Working knowledge of applied digital preservation; knowledge of issues in cost modelling; familiarity with DPC member agencies or potential members. |

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| Skills/abilities/competencies | Attention to detail; ability to inspire confidence and influence others; strong interpersonal skills. | Strategic thinker; negotiation skills; highly numerate. |
| Experience | Experience of communications work; experience of providing high quality briefing material for others; experience with social media. | Managing web sites with Joomla or relevant other CMS; experience with social media in a work environment; written or delivered communications plan; experience with public policy or standards development; experience in marketing or PR; project management |
| Planning and organising | Able to manage own workload; able to plan workload ahead; able to work flexibly across a number of tasks simultaneously; ability to prioritise. | Ability to anticipate and avert difficulties; experience of managing projects in complex multi-stakeholder environments; experience with EC-funded projects. |
| Initiative and problem solving | Ability to resolve problems where there is conflicting information and multiple competing solutions. | Flexible and innovative approach to problem solving; capacity to anticipate problems and be proactive. |
| Teamwork and Motivation | Commitment to success of project; desire to see work through to completion; self-starter; able to work in small and distributed teams; willingness to pool expertise. | Capacity to recognise needs of others and respond thoughtfully. |
| Communications | First rate presentation and writing skills; capacity to listen and understand; capacity to manage large volume of communications from multiple stakeholders. | Negotiation and interpersonal skills; European language; web design; visual design |
| Personal Attributes | Diplomatic and courteous; flexibility in working practices and outlook (e.g. willingness to work occasional evenings and weekends when required); works well under pressure; ability to travel in UK and Europe. | Creative flair; capacity to learn; ability to start immediately. |