Preservation Registry Analyst

Summary

The DPC seeks to appoint a Preservation Registry Analyst. This new post will deliver programmatic improvements in digital preservation capacity on behalf of the DPC's global membership, by improving the user experience and usefulness of a defined set of community-owned and community-maintained registry services and related information sources.

Purpose

A dedicated Preservation Registry Analyst will work to join up existing registry efforts through the support and development of a 'Digipres Wikibase' registry as part of the new "Building registries of digital preservation good practice" project. As well as general coordination efforts across the community and facilitating opportunities as they arise, this role will begin by focusing on 3 interconnected tasks:

- Make digital preservation expertise, good practice and research discoverable. Establish a mechanism to populate the 'Digipres Wikibase' registry with practical, structured and high-quality preservation guidance and with data published within areas not usually connected with registries. This would include a focus on enabling guidance in iPres papers and recordings to be more easily discoverable through preservation registries. It will also seek to connect and make usable metadata and documentation about software and file formats.
- Innovate and develop more impactful and sustainable digital preservation registry services. Various volunteer efforts have examined ways to collate and present information from different registries in ways that are useful for the community, such as evaluating existing data, identifying gaps or simply facilitating better user access to useful preservation information. The role will support this work, build on it and otherwise innovate within the preservation registry space.
- Sustain the COPTR data. The COPTR Registry is lacking sufficient operational support in its current form. This role will explore options for an alternative home for the COPTR data.

This sits squarely within the good practice objectives of the DPC's strategic plan adopted in August 2022. This includes an objective of *'capturing, communicating and encouraging community good practice'. And promises that the DPC 'will provide a trusted forum for the development of digital preservation practice on behalf of our members and for the global digital preservation community.'*

Oversight

The Preservation Registry Analyst role will be formally based with the Digital Preservation Coalition (DPC). Work progress and objectives will be overseen in the first instance by the DPC's Head of Research and Practice with guidance and direction provided by Yale's Head of Digital Preservation and Innovation. The project will report on a quarterly basis to the DPC's Good Practice Sub Committee. Close working with the team at Yale who already work with Wikibase and Wikidata will provide further technical support and guidance.

Staffing, timing and resourcing

The full time Preservation Registry Analyst would be jointly funded by Yale University and the DPC. The role is initially fixed for a term of 2 years, with an aim to review and make permanent at the end of that period.

Nature of Employment and Principal Terms

This post is available as direct employment or secondment. Employment will be under standard conditions articulated in the DPC staff handbook. The DPC's staffing structure is tied to the UK Academic-Related salary scales. The post is offered at Grade 7, points 32- 39 (38,474-47,047 GBP) full time and on a fixed term basis for two years. The successful candidate will be appointed at a point on the scale consistent with previous employment and skills and a market supplement is available to match the salary of outstanding candidates.

Cost of living increases will follow those agreed each year in line with those awarded at the University of Glasgow. Increments and awards for exceptional performance will be available depending on performance, which will be appraised annually. The DPC makes employer contributions into a private pension scheme which must be matched by personal contributions from the employee. Salary sacrifice options are available for pensions and childcare. DPC staff are entitled to 30 days annual holiday, excluding public holidays.

The post holder will be expected to work an average of 37.5 hours per week. There may be times when staff are required to work extra hours to deliver to tight deadlines or before a special event or project. DPC staff are also expected to work occasionally with respect to time-zones globally. Wherever possible, additional hours worked will be compensated by time off in lieu with prior agreement of the Executive Director. DPC employees are required to travel frequently. The first six months of employment will be probationary and subject to a satisfactory report.

The DPC seeks to recruit the best possible candidate and can be flexible about the place of employment. It is expected that most of the work for this post will be remote. This, added to our desire to recruit the best possible candidate means that, excepting egregious complications that may arise from time zones or taxation, we welcome applications from around the world.

The post holder will report to the Head of Research and Practice and will maintain a point of contact with the Yale. An outline of the DPC organizational structure is presented below.

How to apply

Applications should be submitted by email to william.kilbride@dpconline.org not later than 9am (BST) on Tuesday 26th September 2023. Applications should consist of a short cover letter explaining how the candidates' skills match the person description, and an application form in line with the person specification. Full CVs illustrating relevant experience and qualifications are welcome but will not be used for shortlisting.

Shortlisted candidates will be required to present themselves for interview which is scheduled to take place online on 12th or 13th October. Candidates will be asked to undertake an exercise in preparation for the interview. Depending on the size of the field, a *second* phase interview may be required.

Consistent with our values, the DPC is committed to encouraging and enabling inclusion and diversity within the digital preservation community. All reasonable steps will be taken to ensure interviews are accessible for applicants in accordance with their individual needs. Shortlisted candidates will also be asked to demonstrate their suitability for employment in accordance with relevant laws on immigration and to disclose any unspent criminal convictions. We actively encourage applications from candidates with unusual qualifications or cvs. Consequently, we encourage applications even where there is doubt over whether experience, skills, knowledge or qualifications are sufficient. In this way the recruitment panel will be empowered to determine if criteria are met.

For an informal and confidential discussion about this vacancy please email Paul.Wheatley_AT_dpconline.org or William.Kilbride_AT_dpconline.org

Job Description

Job Title	Preservation Registry Analyst
Reporting To	Head of Research and Practice

Job Purpose

Working to deliver programmatic improvements in digital preservation capacity on behalf of the DPC's global membership, by improving the user experience and usefulness of a defined set of community-owned and community-maintained registry services and related information sources.

Main responsibilities and accountabilities

1. Officer for a fixed term project co-funded by DPC and Yale University to deliver specified improvements in a series of digital preservation registry services, lowering the barriers to good practice in digital preservation and making existing registries more impactful.
2. Researching and informing DPC members and the global community about good practice in digital preservation through the innovation, development and maintenance of registry services and related information sources.
3. Researching, sharing and refining DPC members' needs for preservation and long-term access, and using this knowledge to profile existing resources against demonstrable need.
4. Improving the quality of digital preservation facilities and processes with better access to up-to-date and reliable information.
5. Helping the DPC members and the wider community to discover, develop and embed good practice.
6. To analyse, assess and support digital preservation practice across the DPC's membership, identifying gaps in provision and supporting efforts to fill them where possible.
7. To advise DPC staff and members on good practice issues within digital preservation.
8. To support and guide relevant fundraising and membership activities for the benefit of the global digital preservation community and DPC members.

Other responsibilities

10. To ensure that all relevant DPC policies are applied in the post holder's work, working constructively and co-operatively with other members of the DPC team and responding to the needs of Directors and member organisations.
11. To uphold the mandate and values of the DPC as expressed in the strategic plan.
12. To attend as appropriate and participate in internal meetings of DPC, including staff meetings, Executive Board meetings (as required), away days, meetings with members and planning meetings.
13. To support a Sub-Committee of the Executive Board to review progress towards relevant strategic objectives.
14. To travel within the UK and overseas as required.
15. To contribute to the corporate and business planning of DPC as required.
16. To represent and promote DPC and its work positively in all internal and external dealings.
17. Any other duties that could reasonably fall within the role.

Changes to the job description

This is a description of the job as it is presently constituted. DPC will review job descriptions periodically to update them in consultation with the post holder. It is the aim of DPC to reach agreement on any changes but if agreement cannot be reached, the organization reserves the right to insist on such changes to the job description. If post holders remain unhappy with proposed changes to their job description this should be resolved through the grievance process.

Person Specification[1]
Knowledge, Qualifications, Skills and Experience

Qualifications

Essential:
- Educated to postgraduate degree level or with equivalent experience.
- CV that shows continuous development

Desirable:
- Professional qualification or accreditation in computing, information management, cybersecurity or relevant field[2]
- Research degree in digital preservation, information management or relevant discipline[2]

Skills

Essential:
- Able to plan, manage and prioritize own workload, across a number of work packages simultaneously, and to deadlines
- Flexible, proactive and innovative approach to problem solving
- Completer finisher and self-starter
- Team working and remote working
- Ability to facilitate expert knowledge exchange
- Excellent communication and interpersonal skills
- Ability to engage effectively, build and sustain relationships
- Ability to identify and interpret standards and good practice

Desirable:
- Advanced IT Skills including system architecture and design
- Adept at managing complex relationships
- Fluent second language
- Ability to develop innovative approaches and solutions to digital preservation challenges

Experience

Essential:
- Relevant practical experience in a digital preservation facility
- Experience of using and contributing to digital preservation registry services
- Experience of designing, developing and contributing information to Mediawiki and Wikibase wikis
- Proficiency in data modelling and wrangling
- Experience of software development
- Professional network that extends beyond workplace
- Experience in delivering good user experiences via well designed interfaces

Desirable:
- Practical experience in different digital preservation roles or facilities
- Experience of consuming, aggregating or interpreting registry based information
- Experience in configuring and customizing Wikibase instances or other wiki platforms
- Experience in community engagement and collaboration
- Development and delivery of information architectures
- Recognized leader within network or community
- Experience with one of more of the registries in scope for the project including PRONOM, Just Solve, COPTR, Wikidata, LoC Recommended Formats, vendor registries and other sources of good practice.

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[1] We encourage applications from diverse candidates with diverse skills. Applications are encouraged even when there is doubt as to whether criteria are met, allowing the recruitment panel to determine if qualifications, experience, skills and knowledge are sufficient.
[2] We are not proscriptive about subject. Applicants should simply show how their studies have been relevant to digital preservation.

Knowledge

Essential:

- Knowledge of solutions to technical challenges in a DPC member or cognate agency
- Knowledge of standards and good practice in digital preservation
- Knowledge of emerging trends and challenges inhibiting or enabling digital preservation
- Knowledge of linked data principles and semantic web technologies
- Knowledge of RDF, SPARQL, and other related technologies for data manipulation and querying.
- Understanding of information governance and data management principles

Desirable:

- Knowledge of one or more of the project themes (such as, though not exclusively file formats, wikidata, digital preservation workflows)

Job Features

Planning and Organizing

- Planning and delivering the project
- Developing and managing relationships relevant to the project
- Developing and delivering outputs from the project
- Contributing to DPC strategy, business and financial planning

Decision Making

- Identify good practice in digital preservation and how it can be applied
- Identifying project and funding opportunities and priorities
- Prioritizing actions for optimum impact

Internal / External Relationships

- Managing project-based relationships, especially between DPC and Yale
- Managing effective, productive relationships with stakeholders, colleagues and funders
- Identifying needs and requirements of DPC Members and other digital preservation registry users
- Contributing to an effective DPC staff team and an effective Board
- Supporting a Sub-Committee of the Executive Board in line with strategic objectives

Problem Solving

- Adapting digital preservation know how to best effect
- Understanding and anticipating technical problems, delivering relevant advice and solutions accordingly
- Managing research projects to deliver optimum shared benefits
- Creative, innovative problem solving

Other

- Effective time management and flexibility to address with multiple tasks and competing prioritiesWorking unsupervised and setting own targets
- Trustworthy with respect to security, non-disclosure agreements and sensitive information

Additional DPC information

The Digital Preservation Coalition (DPC) exists to secure our digital legacy.

We enable our members to deliver resilient long-term access to digital content and services, helping them to derive enduring value from digital assets and raising awareness of the strategic, cultural and technological challenges they face. We achieve our aims through advocacy, community engagement, workforce development, capacity-building, good practice and good governance; and we seek to be a community scaled to a global challenge. These seven themes constitute our high-level strategic objectives and are described more detail in our strategic plan which was adopted in 2022.

DPC is a company limited by guarantee, founded in 2002 and governed by an Executive Board nominated by full members of the Coalition. An application for charitable status is in process at the time of writing. DPC has

a small permanent staff of eleven supplemented by specialist project staff and contractors, with offices in Glasgow, Melbourne and York. The staff structure mirrors our strategic plan: the Executive Director leads the organization while staff manage and report progress towards one or two strategic objectives each. A Sub-Committee of the Board reviews each of these strategic objectives meeting with relevant officers on a quarterly basis. More information about DPC is available at http:/www.dcponline.org/
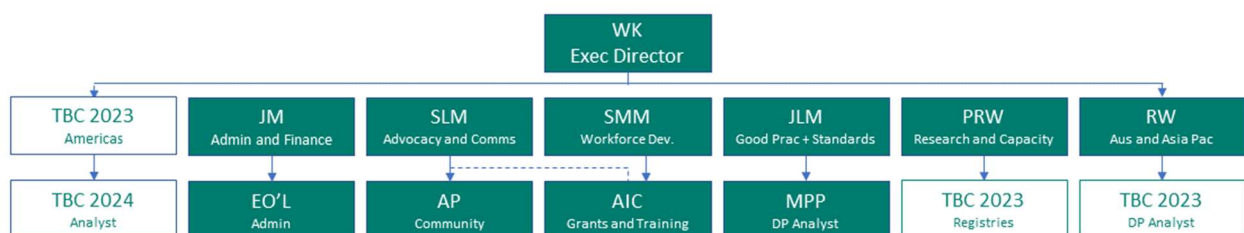
Dimensions

The DPC at large:
- Communication and consultation with DPC's 150+ members, especially our 39 full members.
- Knowledge exchange with an international community of around 4000 people.
- Staff complement of 12
- Annual turnover of 800K GBP
- Approximately 20 partners on joint projects and initiatives
- Communication of learning from 3-5 research projects and approx. 15 development projects annually
- Reporting to funders and project coordinators for 3-5 research projects annually
- Writing 3-5 funding applications annually

This Role in particular:
- Primary relationship with one core DPC member (Yale)
- Development and support and work with around 10 registry and wiki services
- Strategic development of around one of five DPC objectives.
- Presenting the work of the DPC in different fora and to a wide range of audiences.
- Building new partnerships and strengthening existing ones.
- Formal but indirect reporting to DPC Sub-Committee and Council every 3 months
- Informal reporting using a regular blog.
- Supporting and assisting staff in other areas of DPC work
- Weekly staff meeting, monthly 'connect' or 'clinic' sessions.
- Working mostly from home
- Travelling most months and overnight approximately once every three months
- Working out of timezone once or twice a week.

Organization Chart

AIC seconded to BitList

NB DPC Board has commissioned a project to future proof the DPC and changes in management and reporting are in process. Planned recruitments are included here with anticipated recruitment dates.