

## Senior Information Officer

The Digital Preservation Coalition (DPC) seeks to recruit an experienced and capable Senior Information Officer to work closely with the Executive Director of the Coalition on a part time (50%) basis. Recruitment will be to either of the DPC offices in Glasgow or York. The post is available immediately for 12 months.

This is an exciting opportunity to work in a high-profile and wide-ranging role. The candidate will be expected to design and deliver a range of communications and information-provision tasks in support of the DPC strategic plan. The ideal candidate will have a strong track record and experience in communications, media or PR but with sufficient knowledge and experience of digital preservation and related topics to be credible.

### 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.

At the time of writing the DPC is in the first 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](http://www.dpconline.org/component/docman/doc_download/713-dpcstrategicplan2012-15)

The 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 exhume 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.

### Basic details

The post is advertised as a Senior Information Officer, Grade 7, points 32-39 (£31,948 to £39,257 per annum, pro rata). The post will be located in the DPC office in University of Glasgow to work alongside the Executive Director who will manage the post or to the DPC office in the Science Park at the University of York where the DPC Business Manager is based. The post is part time (50%). The DPC welcomes proposals from its members about secondments of existing staff.

## Brief description of duties

This is a wide ranging post. The proportions of time spent on specific duties will be matched to skills prior to appointment, but the following duties are to be expected.

- Drafting DPC responses to public policy consultations and standards development
- Managing and developing the DPC web and social media presence
- Engaging with the specialist media to raise awareness of DPC issues
- Consulting with members about their needs and documenting them
- Reporting emerging capacities and research findings to members
- Facilitating collaboration across sectors and agencies
- Supporting the development of the DPC's core membership
- Maximising the impact and benefit of DPC activities and events
- Supporting the organisation of DPC member briefing days
- Occasional support as directed to externally funded projects
- Support to the DPC Executive Director and Business Manager

## Person Specification

	Essential	Desirable
Qualifications	Educated to postgraduate degree level in information management / librarianship or cognate field, or marketing and PR	Professional qualification in online marketing, PR or related area
Knowledge	Excellent IT literacy, knowledge of procedures and process in marketing communications or the media	Knowledge of digital preservation research, or workflows Familiarity with DPC member agencies and / or potential members
Skills/abilities/competencies	Strong communicator Excellent written and oral communication Strong attention to detail Ability to inspire confidence and influence others	Strategic thinker Negotiation skills
Experience	Experience of working in a marketing or communications role Managing and prioritizing a busy workload Confident and engaging in public speaking Experience of providing high quality briefing material for senior management Marketing and social media experience Ability to work both autonomously and as part of a team	Web Site editing: Joomla or relevant other CMS experience Experience with creating simple audio-visual materials Experience with social media in a work environment
Personal Attributes	Strong interpersonal skills Diplomatic and courteous Flexibility in working practices and outlook (e.g. willingness to work evenings and weekends when required) Motivated and able to work independently Works well under pressure	Creative flair Capacity to learn

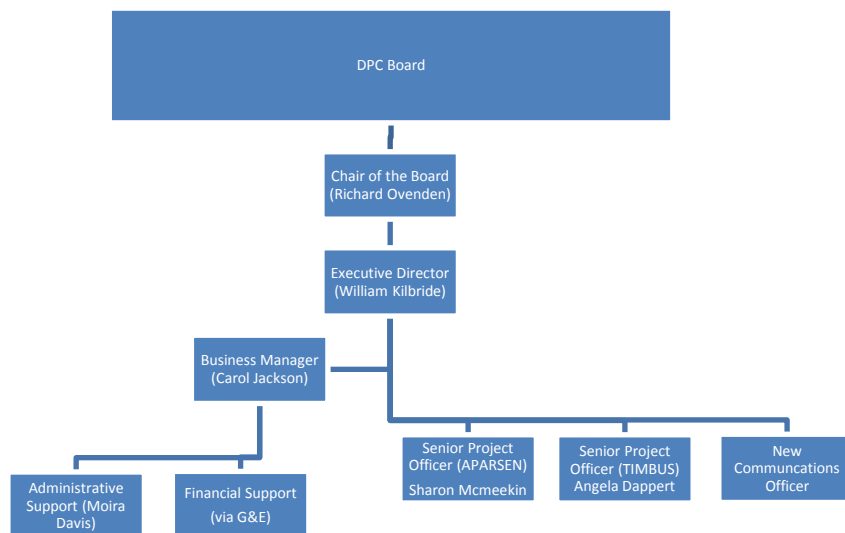
### Basic eligibility

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, based in Glasgow. 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.

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



### Salary and Terms

Salary will be within the range either Grade 7 points 32-39 (£31,948 to £39,257 per annum pro rata). Staff will be appointed on The University of Oxford's salary scales and the DPC will pay an employers' pension contribution of 16%. The post is part time (0.5) and available immediately. The contract is for 12 months.

Cost of living increases will follow those agreed each year at the University of Oxford. Increments will be available depending on performance, appraised annually. The DPC will make contributions 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. Staff employed by the DPC will be governed by standard conditions of employment articulated in the DPC staff handbook and the staff will join the DPC staff complement.

The annual holiday entitled is 25 days (pro rata), 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.

## How to Apply

**The closing date for receipt of applications is 1200 on Wednesday 28<sup>th</sup> November**

Applications should be submitted by email to [carol@dpconline.org](mailto: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 5 pages.

It is anticipated that interviews for the post will be held on the week commencing **17th December and provisionally in the DPC office in Glasgow**. Applicants who are short-listed for interview will be sent details of time and venue as soon as possible.

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](mailto:carol@dpconline.org).