

Digital Preservation Officer

Position type: full time, fixed term (18 months)

Closing Date: 02 April 2013

Salary: £27,854 – £36,298 pa

Location: Warwick, UK

You will support the introduction and development of digital preservation within the Library and Modern Records Centre. You will also be required to develop and implement policies, procedures and guidance, including the deployment of appropriate standards, for the effective curation, preservation and future migration of digitised and born-digital collections.

You will have experience of digital preservation theory and best practice and will possess knowledge of appropriate technical standards, digital preservation tools and repositories. An understanding of current and future developments in digital archives is essential.

The closing date/time for applications is midnight (British time) at the end of Tuesday 02 April 2013. Further details, and application, are available at <https://secure.admin.warwick.ac.uk/webjobs/obs/jobs/management/job15268.html>

The purpose of this job is to: support the introduction and development of digital preservation; to develop policies and guidance for the preservation of e-resources, digitised collections and born digital archives/collections.

The main duties and responsibilities are:

- To advise on, develop, implement and maintain policies and procedures, including the long term deployment of appropriate standards, for the effective curation and preservation and future migration of the digital collections of the Library and Modern Records Centre.
- To support and liaise with all other staff in the Library and Modern Records Centre to develop their understanding of, and experience with, best practice in relation to curation and digital preservation.
- To establish practical guidelines for the management of digital collections and research data throughout the Library and digital archives in the Modern Records Centre.

- To liaise with those other library staff, internal groups, service providers, external individuals and organisations engaged with the issues surrounding digital curation and preservation.