

# Special Project Officers (APARSEN and TIMBUS)

## 1. Introduction

The Digital Preservation Coalition seeks to employ two Special Project Officers to help deliver its commitments to two initiatives recently funded by the European Commission – the APARSEN (Alliance for Permanent Access to the Records of Science Network) Network of Excellence and the TIMBUS (Timeless Business Processes) Project. Applications should be submitted by email not later than 1200 on 15<sup>th</sup> April 2011. Shortlisted candidates should be ready to present themselves for interview on 3<sup>rd</sup> May 2011.

## 2. About the Digital Preservation Coalition

The Digital Preservation Coalition (DPC) is a not for profit membership organisation whose primary objective is to raise awareness of the importance of the preservation of digital material and the attendant strategic, cultural and technological issues. It acts as an enabling and agenda setting body for digital preservation and works to meet these objectives through advocacy and enabling. Its vision is to make our digital memory accessible tomorrow.

At the time of writing the DPC has thirty seven institutional members in the UK and Ireland as well as a number of international partners and allies around the world. It is entirely funded through member subscriptions and is currently in the third year of a three year strategic plan. The DPC employs two full time staff with offices at the Universities of Glasgow and York. It is governed by a board of directors constituted from its full members.

The DPC's two main activities are 'enabling' and 'agenda setting'. 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, specialist briefings, technical reports, professional networking and mutual support. Agenda setting requires the DPC to undertake advocacy, to participate in public and institutional policy setting, reforming and updating policy and procedures that inhibit the effective management of our digital legacy, thus facilitating the realisation of the medium and long term potential of digital resources. The DPC celebrates the accomplishments of those working to ensure a lasting digital legacy and it undertakes strategic research into the scope and scale of digital preservation needs and opportunities.

A key aim of the current DPC strategic plan has been to diversify income and to participate more directly in externally funded projects to the benefit of members. However the Board recognises that the DPC is currently working at full capacity so, in order to achieve this goal, it has agreed that the DPC increase its staff complement.

For more information about the DPC, see <http://www.dpconline.org/>

## 3. APARSEN and TIMBUS

The DPC is a partner in two recently initiated initiatives funded by the European Commission: APARSEN and TIMBUS.

A proposal to fund the 'Total Recall' project was also submitted to the European Commission's Directorate General for the Information Society in April 2010 and approved for funding in November, with a request from the EC that the project title be changed from Total Recall: it is now called 'TIMBUS' - an abbreviation for Timeless Business Processes. This proposal is for an 'Integrated Project' – a project which supports research to achieve a specific objective and where the primary outcome is new knowledge.

The TIMBUS Project is designed to offer 'timeless business processes and services'. Migration tools now exist to provide long term access to data and emulation approaches and services are in development for long term access to software in order that documents can be rendered. However 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 where necessary exhumate defunct processes. This approach – to document, analyse and support long term business processes – is innovative but complementary to existing and emerging tools and services. The project has 12 partners and is led by Dr Phil Taylor of SAP AG. The proposal has ten work packages spread over three years.

The DPC is involved in two work packages for the TIMBUS Project – ‘Exploitation’ and ‘Dissemination and Training’ – and is the project lead for the latter. The project is due to start in the first half of 2011 though a kick off meeting has not yet been fixed. The DPC will be responsible for developing, trialling and delivering training materials derived from the TIMBUS Project.

The APARSEN proposal seeks the establishment of a network of excellence based loosely on the existing Alliance for Permanent Access but with a large number of new members and a series of specific work packages. The proposal has 30 partners and the principal applicants are Dr Simon Lambert and Dr David Giarretta of STFC. Dr Giarretta is also Director of the Alliance for Permanent Access. The core idea is to provide a check against potential fragmentation of digital preservation research and development by seeking to establish a shared vision and forum for the exchange of ideas from the very many partners and agencies involved in this interdisciplinary activity. The proposal includes 28 separate work packages delivered over a four year period, ending in 2014. At the end of the funding it is envisaged that the activities and the outcomes of the network are taken forward by the Alliance for Permanent Access which would itself be transformed.

The DPC is leading two work packages within the network and contributing to eight others, amounting to a total of 38 months work. These are as follows:

- Common Vision
- Common Testing Environments
- Peer Review and Certification
- Formal Qualifications
- Awareness Raising
- Experience Exchange (DPC as Lead Partner)
- Cost Benefit Analyses
- Brokerage
- Training (DPC as Lead Partner)
- Strategic Coordination

#### 4. Nature of the employment offered

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 main areas of work will be constituted out of the APARSEN and TIMBUS Projects respectively but the employment is not tied specifically to either projects.

The DPC welcomes secondments of existing staff of DPC members as an alternative to direct employment.

The DPC's staffing structure is tied to the UK Academic salary scales. Both posts are offered at Grade 7, points 32-39 (£31,798 - £39,107 subject to cost of living increase for 2010-11). The successful candidate will be appointed at a point on the scale consistent with their previous employment and skills. Cost of living increases will follow those agreed each year at the University of York and at the time of writing a cost of living increase for 2010-11 is currently being negotiated. 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 matched by personal contributions from the employee. The DPC will make these arrangements upon notice of a chosen pension provider.

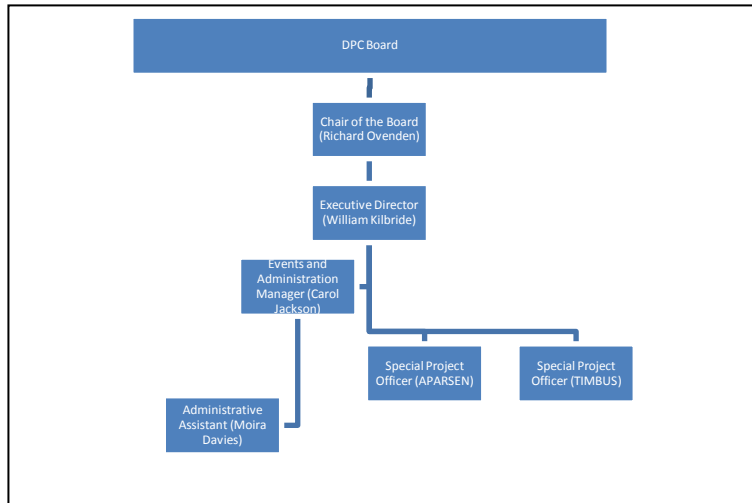
Each post is tenable for three years depending on the start date of employment to be agreed with the successful candidate. The first six months of employment will be probationary. With the exception of secondments, no service with any other employer will count towards continuous employment with the DPC for the purposes of employment protection legislation.

DPC staff are entitled to 25 days annual holiday, excluding public holidays. The post holder will be expected to work an average of 37 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. Wherever possible, additional hours worked will be compensated by time off in lieu.

DPC employees are required to travel frequently within the UK and overseas.

The DPC seeks to recruit the best possible candidate so is willing to entertain some flexibility in the place of employment. Our preference is to locate the candidates in our existing offices in the Universities of Glasgow or York. Alternative arrangements will be considered for secondments. For an exceptional candidate, the DPC will attempt to provide office accommodation with existing members. Staff may be able to work from home from time to time but not as a permanent arrangement.

The DPC management structure, including the two posts advertised, is illustrated in the following diagram.



## 5. How to apply

Applications should be submitted by email to [carol@dpconline.org](mailto:carol@dpconline.org) not later than 1200 on 15<sup>th</sup> April 2011, providing a letter of application explaining how their skills match the job description and a full CV illustrating all relevant experience and qualifications.

Shortlisted candidates will be required to present themselves for interview on 3<sup>rd</sup> May 2011 (venue to be confirmed but either Oxford or London) where they will be asked to deliver a short presentation. 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.

For an informal and confidential discussion about these vacancies please call on either 0141 330 4522 or 01904 435362.

## Special Project Officer (APARSEN) Job Description

**Job Title:** Special Project Officer (APARSEN)

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

**Responsible to:** Executive Director

**Internal Liaison:** Events and Administration Manager, Special Project Officer (TIMBUS), DPC Board, DPC Members

**External Liaison:** APARSEN Project, TIMBUS Project, Prospective DPC members, digital preservation and cognate professionals world wide

**Duration:** Three years fixed term contract dependent on start date to be agreed with candidate.

**Purpose:** To deliver and maximise benefits that will accrue to DPC members from the Coalition's participation in the APARSEN Network of Excellence, thereby maximising the impact of the APARSEN Network of Excellence.

### Main Duties and Responsibilities

1. To co-ordinate, support and encourage the diverse membership of the Digital Preservation Coalition in their participation with the APARSEN Network of Excellence Programme, maximising the benefits to the DPC's members and the impact of the Network of Excellence;
2. To consult members of the DPC and encourage their participation in the APARSEN Network of Excellence so that their needs are effectively articulated and met;
3. To shape, review and disseminate outcomes from the APARSEN Network of Excellence to the membership of the DPC;
4. To develop and implement detailed action plans, provide progress reports and manage budgets related to the following actions, in consultation with the DPC membership and the partners of the APARSEN Network of Excellence:
  - Coordinating and compiling a small programme of staff exchanges to support skills sharing in digital preservation with partners in the APARSEN Network of Excellence and across the DPC
  - Supporting, attending and reporting internal symposia and events on digital preservation organised under the auspices of the APARSEN Network of Excellence
  - Facilitating, participating in and leading research and development on strategic topics relevant to digital preservation as described in the DPC / APARSEN work packages. This includes research into brokerage services, peer review of third party services and the development of formal qualifications in digital preservation
  - Coordinating, developing and delivering training in digital preservation
  - Raising awareness of digital preservation in the wider community
5. To work closely with partners and DPC members to ensure that DPC's contributions to the APARSEN project are fully understood and fully supported by those involved;
6. To establish quality criteria for outputs and ensure that those quality criteria are met, monitored and maintained;
7. To manage, monitor and report project resources and expenditure to ensure that costs are contained and outcomes maximised;
8. To represent and support the work of the DPC and contribute to the Coalition's vision and strategic plan;
9. To deputise for the DPC Executive Director in specific areas of work to be agreed.

## Person Specification

**Job Title:** Special Project Officer (APARSEN)

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

**Responsible to:** Executive Director

**Internal Liaison:** Events and Administration Manager, Special Project Officer (APARSEN), DPC Board, DPC Members

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

**Duration:** Three years fixed term contract (dependent on start date to be agreed)

Education and achievements	
Essential –	educated to postgraduate degree level or equivalent with demonstrable interests in digital preservation or other cognate area
Desirable –	professional qualification in project management, information management or other relevant discipline; research degree in digital preservation or information management
Knowledge and Experience	
Essential –	good working knowledge of applied digital preservation, project management experience, experience of working in a grant funded environment, experience of training and awareness raising
Desirable –	3 years hands on experience in a digital preservation facility, 3 year staff development or teaching role, experience of European grant funded projects, experience of academic research environment
Skills and Abilities	
Essential –	proven project management skills, competent use of IT, managing project budgets and resources, professional and trustworthy capacity to learn and understand
Desirable –	experience of managing complex project budgets, advanced use of IT, development and application of project management tools, adept at managing complex relationships
Personal Attributes and Qualities	
Essential –	meticulous and with attention to detail, committed to collaboration, ability to work reliably and with minimal supervision
Desirable –	ability to win confidence, ability to discern genuine opportunities, self starter
Planning and Organising	
Essential –	able to manage own workload, able to plan workload ahead, able to work flexibly across a number of work packages simultaneously, ability to prioritise
Desirable –	ability to anticipate and avert difficulties, experience of managing projects in complex multi-stakeholder environments, experience managing European Commission funded projects
Initiative and Problem Solving	
Essential –	ability to resolve problems where there is conflicting information and multiple competing solutions
Desirable –	flexible and innovative approach to problem solving, capacity to anticipate problems, proactive
Teamwork and Motivation	
Essential –	commitment to success of project, desire to complete to see work through to completion, self starter, able to work in small and distributed teams, willingness to pool expertise
Desirable –	capacity to recognise needs of others and respond thoughtfully
Communication	
Essential –	first rate presentation and writing skills, capacity to listen and understand challenges, capacity to manage large volume of communications from multiple stakeholders
Desirable –	negotiation and interpersonal skills, European language
Circumstances	
Essential –	capacity to travel and meet deadlines, flexibility to undertake diverse roles with equal drive
Desirable –	ideally able to start immediately

## Special Project Officer (TIMBUS) Job Description

**Job Title:** Special Project Office (TIMBUS)

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

**Responsible to:** Executive Director

**Internal Liaison:** Events and Administration Manager, Special Project Officer (APARSEN), DPC Board, DPC Members

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

**Duration:** Three years fixed term contract

**Purpose:** To deliver and maximise benefits that will accrue to DPC members from the Coalition's participation in the TIMBUS Project, thereby maximising the impact of the TIMBUS Project.

### Main Duties and Responsibilities

1. To co-ordinate, support and encourage the diverse membership of the Digital Preservation Coalition in their participation with the TIMBUS Project, maximising the benefits to the DPC's members and the impact of the project;
2. To consult members of the DPC and encourage their participation in the TIMBUS Project so that their needs are effectively articulated and met;
3. To shape, review and disseminate outcomes from the TIMBUS Project to the membership of the DPC, project partners and more widely;
4. To develop and implement detailed action plans, provide progress reports and manage budgets related to the following actions, in consultation with the DPC membership and the partners of the TIMBUS Project:
  - Facilitating communications between TIMBUS Project partners and with the DPC members and board
  - Presenting and representing the TIMBUS Project to other stakeholders in digital preservation and cognate fields and to relevant standards bodies, in particular the DPC membership
  - Participating in and undertaking research and development on topics relevant to digital preservation including standards development, business processes, software preservation and validation as required within the TIMBUS Project
  - Coordinating, developing and delivering training based on the TIMBUS Project
  - Raising awareness of digital preservation in the wider community
5. To work closely with partners and DPC members to ensure that DPC contributions to the TIMBUS Project are fully understood and fully supported by those involved;
6. To establish quality criteria for DPC work packages in the TIMBUS Project and ensure that those quality criteria are met, monitored and maintained;
7. To manage, monitor and report project resources and expenditure within the TIMBUS Project to ensure that costs are contained and outcomes maximised;
8. To represent and support the work of the DPC and contribute to the Coalition's vision and strategic plan;
9. To deputise for the DPC Executive Director in specific areas of work to be agreed.

## Person Specification

**Job Title:** Special Project Officer (TIMBUS)

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

**Responsible to:** Executive Director

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Essential –	educated to postgraduate degree level or equivalent with demonstrable interests in digital preservation or other cognate area.
Desirable –	professional qualification in project management, information management or other relevant discipline; research degree in digital preservation or information management, business qualification
Knowledge and Experience	
Essential –	good working knowledge of applied digital preservation, project management experience, experience of working in a grant funded environment, experience of training and awareness raising
Desirable –	3 years hands on experience in a digital preservation facility, 3 year staff development or teaching role, experience of European grant funded projects, experience of business environment
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Essential –	proven project management skills, competent use of IT, managing project budgets and resources, professional and trustworthy capacity to learn and understand
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