

Vacancies at the DPC: Head of Workforce Development, Head of Good Practice

Contents

1. Introduction	1
2. About the Digital Preservation Coalition	1
3. Purpose: Head of Workforce Development.....	3
4. Purpose: Head of Good Practice	4
5. Oversight.....	6
6. Nature of Employment and Principal Terms (UK).....	7
7. Appointment outwith the UK	7
8. How to apply	8
9. Job Description: Head of Workforce Development	9
10. Job Description: Head of Good Practice	14

1. Introduction

The DPC seeks to fill vacancies for two senior staff that lead the delivery and development of strategic objectives in the areas of Workforce Development and in Good Practice. These two senior posts have a well-defined mandate to deliver a range of outcomes set by our members and described in our strategic plan, but with autonomy to define how those outcomes should be met. On a day-to-day basis they lead a range of established projects and initiatives, but they have freedom to adapt them to address and anticipate the changing needs of our members. The roles also have a wide remit within the global digital preservation community, and they use the DPC's mandate to initiate and convene dialogue and to representing the DPC's members at the leading edge of their respective areas.

2. About the Digital Preservation Coalition

The Digital Preservation Coalition's (DPC) vision is a welcoming and inclusive global community, working together to bring about a sustainable future for our digital assets.

Digital preservation is characterized by a supportive, international and vibrant community which is expanding 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 occupies a distinctive position within this growing and diverse field. It was founded in 2002, working with and on behalf of the leading institutions in the UK and Ireland. It has developed a world class reputation since then. At the time of writing, the DPC has 176 institutional members in 25 countries and six continents. It is funded principally through member subscriptions and receives around one tenth of its funds through externally sponsored projects. It currently employs 14 staff in Den Haag, Glasgow, Melbourne, New York and York. It is governed by an Executive Board appointed from its full members. It is constituted as a not-for-profit company limited by guarantee and was granted charitable status in 2021.

DPC enables its members to deliver resilient, sustainable and useful long-term access to digital content and services, helping them to access and use digital materials beyond the limits of technical obsolescence, media degradation and organizational change. It raises awareness of the strategic, cultural and technological challenges which our members face, independent of the interests of solution providers, and we encourage collaboration for mutual benefit and the greater good. We sustain and deliver these aims through advocacy, community engagement, workforce development, good practice and good governance. DPC's charitable status commits it to the greater good. It is accountable and transparent to members and it is open to all stakeholders. It is neutral in respect to solutions, approaches, sectors, suppliers and vendors.

Digital preservation and the DPC are undergoing a period of sustained growth. In 2022, DPC adopted a Strategic Plan committing the Coalition to 'create, empower, structure and extend a global community, working together for a sustainable digital legacy'. This reiterated our assertion that 'digital preservation is a global challenge that is most effectively met by a community scaled to the challenge', and it laid the foundations for developing into a global agency that is growing and changing to meet this goal. The DPC is now active in 25 countries and six continents, with members from Wellington in New Zealand to Los Angeles, California; and from Mo-i-Rana in northern Norway, to Cape Town, South Africa.

The DPC's strategic plan outlines five strategic objectives:

- **Community:** by offering a warm welcome to all agencies and individuals with an interest in digital preservation and providing an efficient and effective platform for meaningful and sustained professional exchange.
- **Advocacy:** by working towards a climate of public and institutional policy which is better informed and better inclined towards digital preservation.
- **Workforce Development:** by providing opportunities for our members to acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation.
- **Good Practice:** by supporting our members towards greater maturity in digital preservation through knowledge exchange, continuous improvement, horizon scanning, advice on standards, authoritative publications, and engaging and informative events.
- **Accountable, Sustainable and Dynamic Governance:** by maintaining and enhancing our organizational functions and structures to ensure good governance.

The roles advertised here own two of these five objectives.

The Strategic Plan also articulates the DPC's values. We

- care for our members, resources, people and environment.
- maintain neutrality in respect to solutions, approaches, sectors, suppliers and vendors.
- are open, transparent and accountable to members.
- amplify the needs and successes of our members.
- are open to all stakeholders with a presumption of positive intent.
- respond to the needs of members in the delivery of services.

- are authoritative, current and concise in all our publications and communications.
- are respectful, welcoming, inclusive and transparent in all our dealings.
- are evidence-led, making effective use of data in decision making.

The DPC acts on its values and is transparent with respect to how they have been implemented by building these into our work plans and reporting explicitly to members about them.

3. Purpose: Head of Workforce Development

The *Head of Workforce Development* leads the Workforce Development objectives of the DPC's Strategic Plan 2022-2027 so that our members can acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation.

The Strategic Plan describes this area of work in more detail:

Providing opportunities for our members to acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation, we will provide tangible outcomes to our members through a broad range of outputs including resources to support professional development and recruitment, training content, grants to attend development opportunities, and frequent revision of the seminal resource The Digital Preservation Handbook. We will also encourage the development of high-quality training by others and support training providers that seek to develop curricula in digital preservation. We will provide authoritative labor market intelligence for employers, students, and teachers alike, enhancing the relevance of training and extending the competence of staff. In this way, the DPC will become a global forum for detailed and timely knowledge exchange between members for the benefit of all. In line with our charitable objects these educational activities will support the wider digital preservation community both directly and indirectly. We will do this by:

- *Analyzing and understanding the digital preservation community's professional development needs.*
- *Actively maintaining and updating DPC resources that facilitate structured professional development of DPC member workforces.*
- *Developing and maintaining training content on key digital preservation topics suitable for synchronous delivery.*
- *Developing and maintaining online training content for delivery through the DPC's learning management system.*
- *Actively maintaining and updating the Digital Preservation Handbook.*
- *Providing grants through the Career Development Fund so that members' workforces can access a wide range of training, education, and development opportunities.*
- *Providing support for educational and workforce development programs.*
- *Supporting inclusive and equitable quality education and promote lifelong learning opportunities for all.*

The role owns this strategic objective which represents around one fifth of the DPC's overall program. It contributes substantially to delivering the program defined by this objective, and it co-ordinates contributions from DPC staff and partners to a range of projects and outputs within this area. These include a broad portfolio of established resources including

the [Digital Preservation Handbook](#), the [Novice to Know-How](#) online training suite, the [Digital Preservation Competency Framework](#), the DPC's [Career Development Fund](#), and our ['Getting Started'](#) and ['Making Progress'](#) training modules. The role oversees DPC's collaboration with training providers globally, including support to students and higher education as well as the [Python Study Group](#) and the ['Start 2 Preserve'](#) registry, and commissions or conducts independent research on the shape of the digital preservation workforce such as our periodic [Labor Market Analyses](#) and the recent [Mental Health and Wellbeing Survey](#) and report.

The role is by nature outward-looking and community-oriented, responding in particular to our global membership. It makes use of the DPC's convening role within the digital preservation community, facilitating and participating in a global conversation as it pertains to the development of the digital preservation workforce.

The role line manages one full-time member of staff (Grants and Training Manager) and delegates work across the DPC staff complement and contractors in the delivery of strategic projects. The role is managed by the Chief Digital Preservation Officer. It reports every three months to a [Sub-Committee](#) of the [DPC Executive Board](#) comprising members around the World, chaired by an independent Non-Executive Director.

The role is integral to a range of ongoing and well-established DPC activities and so will take ownership of their smooth operation and continuity. It will be expected to assist a range of tasks in progress, such as relevant workstreams established by the recently formed DPC Americas. Priorities thereafter include the development of the third edition of the Digital Preservation Handbook which will reach its 25th anniversary in 2026; and follow-on actions from the Mental Health and Wellbeing survey which anticipates the establishment of a new working group. The role will also support the planning and delivery of the DPC's thematic program for 2025-26, starting in August 2025.

A full job description and person specification follows.

4. Purpose: Head of Good Practice

The *Head of Good Practice* leads on the Good Practice objectives of the DPC's Strategic Plan 2022-2027, supporting our members towards greater maturity in digital preservation through knowledge exchange, continuous improvement, horizon scanning, advice on standards, authoritative publications, and engaging and informative events.

The Strategic Plan describes this area of work in more detail:

We will support our members towards greater maturity in digital preservation by delivering knowledge exchange, continuous improvement, horizon scanning, advice on standards, authoritative publications, and engaging and informative events. Recognizing the emergent nature of digital preservation we will continue to monitor innovative technologies which challenge existing practice, and we will promote and amplify solutions which enable preservation. Recognizing the importance of maintenance we will promote good practices in upkeep as well as innovation. We will be a partner and ally to all parties seeking to address

gaps in preservation capability through targeted research and development, especially where these efforts manifestly enhance our members' own capacity.

We will do this by:

- *Capturing, communicating and encouraging community good practice.*
- *Facilitating dialogue between members and solution providers in digital preservation.*
- *Delivering direct support to members to solve problems and address shared challenges.*
- *Supporting maturity modelling and continuous improvement.*
- *Providing accessible and authoritative information resources.*
- *Delivering accessible, inclusive, and informative events that facilitate knowledge exchange and networking.*
- *Communicating with members on current and emerging standards, and ensuring standards are relevant and reflect good practice.*
- *Supporting and engaging the community with cutting edge research and development projects.*
- *Monitoring, managing and improving habits of sustainable consumption in the production and delivery of DPC events.*
- *Taking action to combat climate change and its impacts by promoting developments in sustainable consumption for digital preservation.*
- *Modelling the good practice we promote.*

The role owns this strategic objective which represents around one fifth of the DPC's overall program. It contributes substantially to delivering the program defined by this objective, and it co-ordinates contributions from DPC staff and partners to a range of projects and publications. These include a broad portfolio of established resources including the [Technology Watch Series](#) and our series of [Toolkits and Guides](#). It oversees our program of deep-dive [thematic events](#) such as the DP Clinic and Briefing Days, and it uses the knowledge gained from DPC Member Fora and the DPC [Rapid Assessment Model](#) to inform priorities for ongoing work. It oversees and facilitates a range of [special interest groups and task forces](#); it leads DPC's involvement in standards development; and it engages in a small but targeted set of [research projects](#). It responds to member needs by fielding requests for direct support and consultancy to the DPC's expert staff.

The role is by nature outward-looking and community-oriented, responding in particular to our global membership. It makes use of the DPC's convening role within the digital preservation community, facilitating and participating in a global conversation as it pertains to digital preservation good practice. The role holder will be an active partner in a series of collaborations such as [COPTR](#).

The role line manages three full-time members of staff and delegates work across the DPC staff complement and contractors in the delivery of strategic projects. The role is managed by the Chief Digital Preservation Officer. It reports every three months to a [Sub-Committee](#) of the [DPC Executive Board](#) comprising members around the World, chaired by an independent Non-Executive Director.

The role is integral to a range of ongoing and well-established DPC activities and so will take ownership of their smooth operation and continuity. It will be expected to assist a range of tasks in progress, such as specialist reports commissioned from consultants, and support the planning and delivery of the DPC's thematic program for 2025-26, starting in August 2025. Priorities thereafter include the development of the [Registries of Good Practice Project](#) which is due for completion in January 2026; and the [Open Book Futures Project](#) which also enters its final year later in 2025.

A full job description and person specification follows.

5. Oversight

The post holders will report to the Chief Digital Preservation Officer and will maintain a point of contact with a Non-Executive Director who chairs the relevant DPC Sub-Committee. An outline of the DPC organizational structure is presented below.

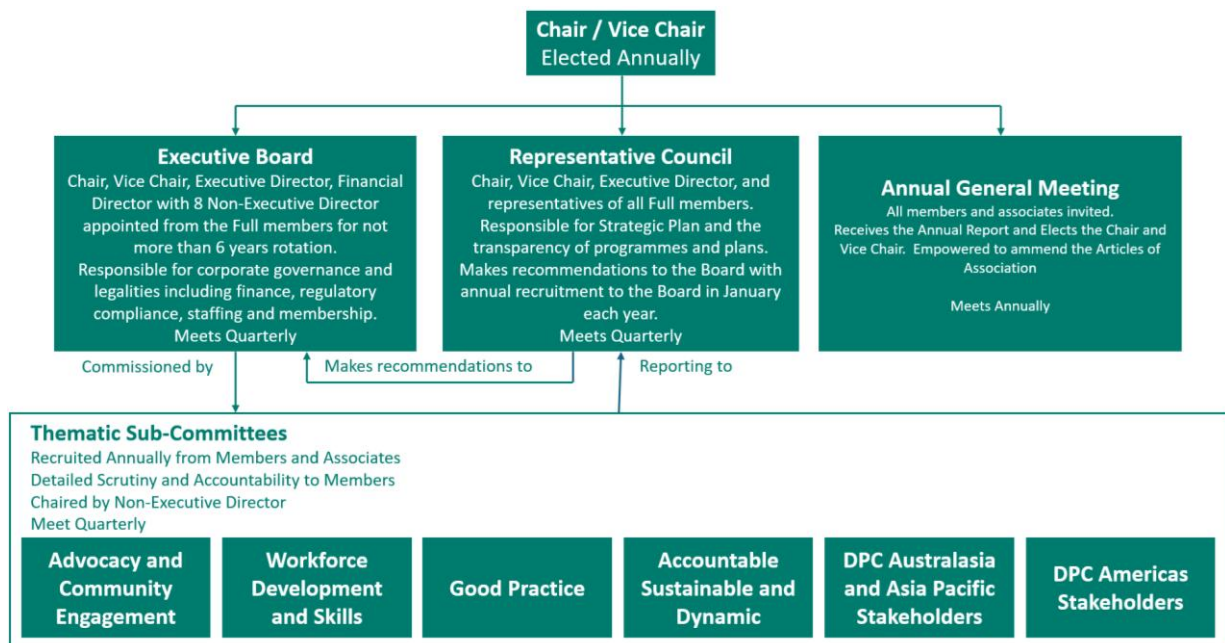


Figure One: DPC Governance (March 2025)

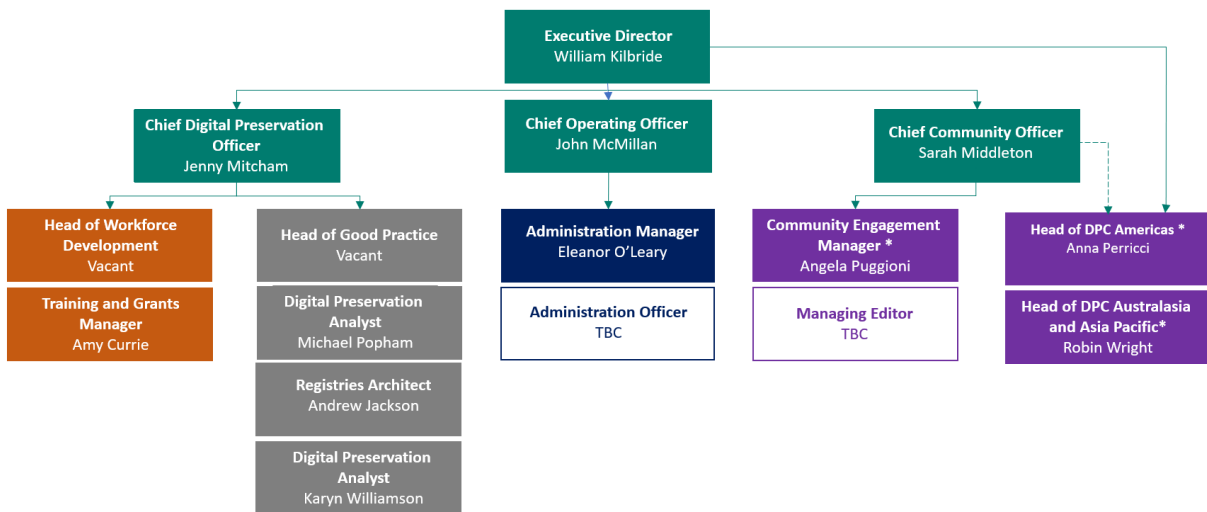


Figure Two: DPC Staffing (March 2025) *employed indirectly

6. Nature of Employment and Principal Terms (UK)

These posts are available as direct employment with secondment an option for an exceptional candidate. The roles are offered full time, on a permanent basis. The first six months of employment will be probationary and permanence will be subject to a satisfactory report on completion of probation. Employment will be under standard conditions articulated in the DPC Staff Handbook.

The DPC's staffing structure is matched to the UK Academic-Related salary scales. Therefore, the posts are offered at Grade 8, points 39-47 of the national scale (currently 49,559-62,728 GBP). The successful candidates 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.

The post holders 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 occasionally required to work with respect to global time-zones. Wherever possible, additional hours worked will be compensated by time off in lieu by prior agreement through a flexi-time scheme. DPC employees are required to travel frequently. DPC staff are entitled to 30 days annual holiday, excluding public holidays, and additional holidays can be purchased or sold. Flexible working arrangements can be made available by agreement. The posts will be associated with one of our existing offices though DPC makes provision for home working which is the norm for staff.

7. Appointment outwith the UK

Although the roles are described in terms that assume appointment in the UK, the scope of these roles is not limited to the UK and it is expected that most of the work for these posts

will be remote. We seek to recruit the best possible candidates and can be flexible about the place of employment. Therefore we welcome applications from exceptional candidates around the world. In addition to the DPC's main operational base in the UK, we have the capacity to appoint staff in Australia and in the USA, with compensation and conditions equivalent and appropriate to these jurisdictions.

8. How to apply

Applications should be submitted by email to william.kilbride_AT_dpconline.org not later than 12 noon (BST) on Monday 28th April 2025. 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. We are aware that some applicants may wish to be considered for both roles. They should submit separate applications for each.

Shortlisted candidates will be notified by Tuesday 13th May and required to present themselves for interviews which are scheduled to take place online in the week commencing 19th May as follows:

- Head of Workforce Development: Interviews on Monday 19th May 2025
 - Head of Good Practice: Interviews on Friday 23rd May 2025
- Candidates will be asked to undertake an exercise in preparation for the interview. Depending on the size of the field, a second stage 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 these vacancies please email Jenny.Mitcham_AT_dpconline.org or William.Kilbride_AT_dpconline.org

9. Job Description: Head of Workforce Development

Job Title	Head of Workforce Development
Reporting To	Chief Digital Preservation Officer

Job Purpose	
To lead on the Workforce Development objectives of the DPC's Strategic Plan 2022-2027 (as described under main responsibilities and accountabilities below) so that our members can acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation.	
Main responsibilities and accountabilities	
1. Analyze and understand the digital preservation community's professional development needs.	
2. Actively maintain and update DPC resources that facilitate structured professional development of DPC member workforces.	
3. Develop and maintain training content on key digital preservation topics suitable for synchronous delivery.	
4. Develop and maintain online training content for delivery through the DPC's learning management system.	
5. Actively maintain and update the Digital Preservation Handbook.	
6. Provide grants through the Career Development Fund so that members' workforces can access a wide range of training, education, and development opportunities.	
7. Provide support for educational and workforce development programs.	
8. Support inclusive and equitable quality education and promote lifelong learning opportunities for all.	
9. Manage staff and contractors in the Workforce Development area, including line management.	
10. Advance and refine the DPC's workforce development objectives into the next strategic plan.	
Other responsibilities	
11. To ensure that all relevant DPC policies and procedures 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 organizations.	
12. Act on behalf of and represent the DPC's leadership as required.	
13. To uphold the mandate and values of the DPC as expressed in the strategic plan.	
14. To participate in internal meetings of DPC, including staff meetings, Executive Board and Representative Council meetings (as required), away days, meetings with members and planning meetings.	
15. To facilitate a Sub-Committee of the Executive Board to review progress towards relevant strategic objectives.	
16. To travel within the UK and overseas as required.	
17. To contribute to the corporate and business planning of DPC as required.	
18. To represent and promote DPC and its work positively in all internal and external dealings.	

19. Any other duties that could reasonably fall within this 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 your job description. If post holders remain unhappy with proposed changes to their job description this should be resolved through the grievance process.

Knowledge, Qualifications, Skills and Experience¹

Qualifications

Essential:

- Educated to degree level or equivalent skills, knowledge and experience

Desirable:

- Professional qualification or postgraduate degree in information management or other relevant discipline ²
- Vocational or professional qualification relating to teaching, training, human resource management or workforce development

Skills

Essential:

- Ability to research, interpret, and effectively communicate information on specialist topics to facilitate learning and skills development
- Excellent communication and interpersonal skills, and the ability to understand the needs of different audiences
- Proven project management skills, including project budget setting
- Competent use of IT
- Able to plan, manage and prioritize workload, delivering flexibly across a number of activities
- Completer finisher and self-starter
- Collaborative team-worker and effective remote-worker
- Adept at managing complex relationships
- First rate presentation and writing skills

Desirable:

- People management and development
- Able to produce high-quality online learning content, including use of specialist software to facilitate authoring of SCORM-compliant materials
- Able to apply good practice relating to instructional design and curriculum development
- Audio and video content production

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.

- Application of graphic design and accessibility good practice for content development
- Advanced use of IT
- Research skills, including quantitative and qualitative analysis and data analytics
- Negotiation skills and customer service
- Capacity with teaching or coaching
- Fluency in additional language other than English

Experience

Essential:

- Experience of digital preservation ³
- Project management experience
- Experience of training development and delivery
- Experience of working to tight deadlines

Desirable:

- Experience of developing and delivering workforce development programs
- Experience of managing complex projects and project budgets
- Professional experience in multiple digital preservation facilities
- Able to demonstrate effectiveness in staff development, training or teaching role
- Experience of developing or supporting activities relating to diversity, equity, and inclusion, and mental health and wellbeing
- Experience of academic research practices
- Experience of managing budgets and resources
- Experience of working in a grant-funded environment
- Experience of drafting project bids
- Experience in human resource management such as preparing role descriptions and managing staff recruitment

Knowledge

Essential:

- Demonstrable understanding of digital preservation
- Demonstrable understanding of workforce development issues in digital preservation

Desirable:

- Knowledge of skills and development issues in digital preservation
- Awareness of the landscape of skills and development resources and services in digital preservation
- Knowledge of working practices across multiple DPC members or sectors
- Knowledge of relevant funding opportunities and the expectations of funders
- Knowledge of emerging trends and challenges in digital preservation

³ DPC Defines digital preservation broadly as “the series of managed activities necessary to ensure continued access to digital materials for as long as necessary... beyond the limits of media degradation, technical obsolescence or organisational change...”

Job Features
<p>Planning and Organizing</p> <ul style="list-style-type: none"> • Planning cost-effective and valued workforce development resources for DPC members • Contributing to DPC strategy, business, and financial planning • Developing and managing a portfolio of workforce development programmes and projects • Developing funding bids and externally funded projects with partners • Developing and delivering workforce development / training outputs for members from wider DPC activity
<p>Decision Making</p> <ul style="list-style-type: none"> • Identifying workforce development / training project and funding opportunities • Managing workforce development and training budgets and resources • Prioritising activities based on available resources and member needs
<p>Internal/External Relationships</p> <ul style="list-style-type: none"> • Line management of workforce development staff • Managing workforce development contractors, project staff and staff seconded to workforce development projects • Managing effective, productive relationships with members, stakeholders, colleagues, funders and Directors for member benefit • Identifying members' support needs and expectations within the framework of the Strategic Plan • Managing effective workforce development and training services • Contributing to an effective DPC staff team, Executive Board, and Representative Council • Facilitating a Sub-Committee of the Executive Board in line with strategic objectives
<p>Problem Solving</p> <ul style="list-style-type: none"> • Managing current workforce development issues and opportunities and delivering cost effective and valued solutions to DPC members • Managing workforce development projects to deliver optimum shared member benefits • Creative, innovative problem solving • Understanding and interpreting emerging issues within workforce development for longer term strategic planning
<p>Other</p> <ul style="list-style-type: none"> • Working flexibly on multiple tasks • Working unsupervised, setting own targets and those of the Workforce Development staff • Enabling, communicating and sharing responsibility in a distributed team

Additional DPC information
<p>The Digital Preservation Coalition (DPC) is a registered company (Registered no: 4492292) and charity (Charity no. SC051077). Our vision is 'a welcoming and inclusive global community, working together to bring about a sustainable future for our digital assets.'</p>

We enable our members to deliver resilient, sustainable and useful long-term access to digital content and services, helping them to access and use digital materials beyond the limits of technical obsolescence, media degradation and organizational change.

We raise awareness of the strategic, cultural and technological challenges which our members face, independent of the interests of solution providers, and we encourage collaboration for mutual benefit and the greater good. We sustain and deliver these aims through advocacy, community engagement, workforce development, good practice and good governance. These five themes constitute our high-level strategic objectives and are described in more detail in our Strategic Plan which was adopted in August 2022.

DPC is governed by an Executive Board nominated by full members of the Coalition. The small permanent staff, supplemented by specialist project staff and contractors, based in Den Haag, Glasgow, Melbourne, New York and York. The registered company office is in York. The staff structure mirrors the five points of our strategic plan. A Sub-Committee of the Executive Board reviews each of these strategic objectives meeting with relevant officers on a quarterly basis. More information about DPC is available at <http://www.dpconline.org/>

Dimensions and context of this job

- Delegated responsibility for strategic development of around one fifth of the DPC's program of work.
- Communication and consultation with DPC's 175 members, especially our full members.
- Knowledge exchange and professional engagement with an international community of around 3500 people.
- Collaboration with 14 colleagues, 175 members, approximately 20 project partners.
- Ensuing positive external presentation of the DPC and raising awareness of digital preservation, including presenting the work of the DPC in different fora and to a range of audiences internationally.
- Building new partnerships and strengthening existing ones.
- Distillation of learning and research findings from 3-5 research projects and 15 or so development projects, maximising synergies for the benefit of all DPC members
- Reporting policy recommendations and implications for practice from the members of the DPC.
- Reporting to funders and project coordinators for 1 or 2 research projects annually.
- Contributing to 3-5 funding applications annually
- Supporting or delivering approximately 12 events annually
- Supporting and assisting staff in 4 other areas of DPC work (community engagement, advocacy, good practice and good governance) as well as staff in regional DPC offices.
- Travelling frequently with overnight approximately once per month

- Working out of time zone to connect with colleagues and partners, approximately once a fortnight.

10. Job Description: Head of Good Practice

Job Title	Head of Good Practice
Reporting To	Chief Digital Preservation Officer

Job Purpose	
To lead on the Good Practice objectives of the DPC's Strategic Plan 2022-2027 (as described under main responsibilities and accountabilities below), supporting our members towards greater maturity in digital preservation through knowledge exchange, continuous improvement, horizon scanning, advice on standards, authoritative publications, and engaging and informative events.	
Main responsibilities and accountabilities	
1. Capturing, communicating, and encouraging community good practice.	
2. Facilitating dialogue between members and solution providers in digital preservation.	
3. Delivering direct support to members to solve problems and address shared challenges.	
4. Supporting maturity modelling and continuous improvement.	
5. Providing accessible and authoritative information resources.	
6. Delivering accessible, inclusive, and informative events that facilitate knowledge exchange and networking.	
7. Communicating with members on current and emerging standards, and ensuring standards are relevant and reflect good practice.	
8. Supporting and engaging the community with cutting edge research and development projects.	
9. Monitor, manage and improve habits of sustainable consumption in the production and delivery of DPC events.	
10. Take action to combat climate change and its impacts by promoting developments in sustainable consumption for digital preservation.	
11. Modelling the good practice we promote.	
12. Managing staff and contractors in the Good Practice area, including line management.	
13. Advancing and refining the DPC's good practice objectives into the next strategic plan.	
Other responsibilities	
14. 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.	
15. Act on behalf of and represent the DPC's leadership as required.	
16. To uphold the mandate and values of the DPC as expressed in the strategic plan.	
17. To participate in internal meetings of DPC, including staff meetings, Executive Board and Representative Council meetings (as required), away days, meetings with members and planning meetings.	
18. To facilitate a Sub-Committee of the Executive Board to review progress towards relevant strategic objectives.	

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| 19. To travel within the UK and overseas as required. |
| 20. To contribute to the corporate and business planning of DPC as required. |
| 21. To represent and promote DPC and its work positively in all internal and external dealings. |
| 22. Any other duties that could reasonably fall within this 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 your job description. If post holders remain unhappy with proposed changes to their job description this should be resolved through the grievance process.

Knowledge, Qualifications, Skills and Experience ⁴

Qualifications

Essential:

- Educated to degree level or equivalent skills, knowledge and experience.

Desirable:

- Professional qualification or postgraduate degree in information management or relevant discipline ⁵
- Research degree in digital preservation, information management or relevant discipline

Skills

Essential:

- Proven project management skills, including project budget setting
- Competent use of IT
- Able to plan, manage and prioritize workload, delivering flexibly across a number of activities
- Flexible, proactive and innovative approach to problem solving
- Completer finisher and self-starter
- Collaborative team worker and effective remote worker
- Knowledge transfer skills and ability to facilitate expert knowledge exchange
- First rate presentation and writing skills
- Excellent communication and interpersonal skills, able to manage a high volume of stakeholder communications

⁴ 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.

⁵ We are not proscriptive about subject. Applicants should simply show how their studies have been relevant to digital preservation.

Desirable:

- People management and development
- Advanced use of IT including system architecture
- Adept at managing complex relationships
- Negotiation skills
- Fluency in additional language other than English
- Ability to resolve complex technical and management problems and to deliver creative, innovative solutions to meet stakeholder needs
- Ability to interpret and apply standards for optimal impact
- Policy development in the context of information governance or IT systems.

Experience
Essential:

- Be able to demonstrate relevant practical experience in a digital preservation⁶ role
- Project management experience
- Experience of practical problem solving for information management
- Experience of working to tight deadlines

Desirable:

- Experience of managing complex multi-stakeholder projects, project budgets, and the development and application of project management tools
- Practical experience in different digital preservation facilities
- Experience of academic research practice
- Development and delivery of information architectures
- Experience of working in a grant-funded environment
- Experience of drafting project bids and grant applications
- Experience in system integration, procurement or migration

Knowledge
Essential:

- Demonstrable understanding of digital preservation
- Knowledge of working practices 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 policy and regulation affecting digital preservation

Desirable:

- Knowledge of working practices across multiple DPC members or sectors
- Knowledge of relevant funding opportunities and the expectations of funders
- Knowledge of emerging trends and challenges across digital lifecycles

⁶ DPC defines digital preservation broadly as the “the series of managed activities necessary to ensure continued access to digital materials for as long as necessary... beyond the limits of media degradation, technical obsolescence or organisational change...”

Job Features
<p>Planning and Organizing</p> <ul style="list-style-type: none"> • Planning a cost-effective and valued digital preservation programme of activities and publications for DPC members • Contributing to DPC strategy, business and financial planning • Developing and managing research and development programmes and projects • Developing funding bids and externally funded research projects • Identifying and developing good practice from wider DPC activities
<p>Decision Making</p> <ul style="list-style-type: none"> • Identifying research and development projects and funding opportunities and priorities • Managing research and development projects, budgets and resources • Prioritizing activities based on available resources and member needs
<p>Internal/External Relationships</p> <ul style="list-style-type: none"> • Line management of staff in the Good Practice area • Managing contractors, project staff and staff seconded to relevant projects • Managing effective, productive relationships with members, stakeholders, colleagues, funders and Directors for member benefit • Identifying members' support needs and expectations within the framework of the Strategic Plan • Managing and supervising external project and research teams or contractors • Contributing to an effective DPC staff team, Executive Board and Representative Council • Facilitating a Sub-Committee of the Executive Board in line with strategic objectives
<p>Problem Solving</p> <ul style="list-style-type: none"> • Solving and managing emerging technical and organizational issues and delivering direct support and consultancy services to DPC members and stakeholders • Managing research and development projects to deliver optimum shared member benefits • Understanding and interpreting emerging issues within digital preservation for longer term strategic planning • Creative, innovative problem solving
<p>Other</p> <ul style="list-style-type: none"> • Working flexibly on multiple tasks • Working unsupervised, setting own targets and those of the Good Practice team • Enabling, communicating and sharing responsibility in a distributed team
Additional DPC information
<p>The Digital Preservation Coalition (DPC) is a registered company (Registered no: 4492292) and charity (Charity no. SC051077). Our vision is 'a welcoming and inclusive global community, working together to bring about a sustainable future for our digital assets.'</p> <p>We enable our members to deliver resilient, sustainable and useful long-term access to digital content and services, helping them to access and use digital materials beyond the limits of technical obsolescence, media degradation and organizational change.</p>

We raise awareness of the strategic, cultural and technological challenges which our members face, independent of the interests of solution providers, and we encourage collaboration for mutual benefit and the greater good. We sustain and deliver these aims through advocacy, community engagement, workforce development, good practice and good governance. These five themes constitute our high-level strategic objectives and are described in more detail in our Strategic Plan which was adopted in August 2022.

DPC is governed by an Executive Board nominated by full members of the Coalition. The small permanent staff, supplemented by specialist project staff and contractors, based in Den Haag, Glasgow, Melbourne, New York and York. The registered company office is in York. The staff structure mirrors the five points of our strategic plan. A Sub-Committee of the Executive Board reviews each of these strategic objectives meeting with relevant officers on a quarterly basis. More information about DPC is available at <http://www.dpconline.org/>

Dimensions and context of this job

- Delegated responsibility for around one fifth of the DPC's program of work.
- Communication and consultation with DPC's 175 members, especially our full members.
- Knowledge exchange and professional engagement with an international community of around 3500 people.
- Collaboration with 14 colleagues, 175 members, approximately 20 project partners.
- Ensuing positive external presentation of the DPC and raising awareness of digital preservation, including presenting the work of the DPC in different fora and to a range of audiences.
- Building new partnerships and strengthening existing ones.
- Distillation of learning and research findings from 3-5 research projects and 15 or so development projects, maximizing synergies for the benefit of all DPC members
- Reporting policy recommendation and implications for practice from the members of the DPC.
- Reporting to funders and project coordinators for 1 or 2 research projects annually.
- Contributing to 3-5 funding applications annually
- Supporting or delivering approximately 12 events annually
- Supporting and assisting staff in 4 other areas of DPC work (community engagement, advocacy, workforce development and good governance) as well as staff in regional DPC offices.
- Travelling frequently and overnight approximately once per month
- Working out of time zone to connect with colleagues and partners, approximately once a fortnight.

March 2025