Vacancy / Secondment Opportunity at the DPC

Training Officer (Temporary)

1. Introduction
The Digital Preservation Coalition (DPC) seeks to employ a Training Officer on a temporary basis while senior staff are committed to other activities. Applications should be submitted by email, to william.kilbride@dpconline.org, not later than 1200 on Monday 9th December 2019. Shortlisted candidates should be ready to present themselves for interview on 16th December 2019.

2. About this post
This is an exciting opportunity to work in a high-profile and wide-ranging role. Recruitment will be to the DPC offices in Glasgow and is available immediately. The post is offered on a full-time basis for six months. Applications for direct employment or secondment are welcome.

You will work to deliver and sustain the DPC’s Workforce Development programme while the substantive post holder - Sharon McMeekin – is committed to an externally funded project called ‘Novice to Ninja’ which is scheduled for completion in the second quarter of 2020.

About the Digital Preservation Coalition
The Digital Preservation Coalition’s (DPC) mission is to ensure a secure 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.

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, an international not for profit company, occupies a distinctive position within this growing and diverse field. It was founded in 2002, working with and on behalf of the leading experts in the field internationally. It has a world class reputation. At the time of writing the DPC has 95 institutional members around the world. It is funded principally through member subscriptions and receives around one tenth of its funds through externally sponsored projects. It currently employs seven full time staff with offices in Glasgow and York and is in the process of establishing offices internationally. It is governed by a board of directors constituted from its full members. The DPC is currently constituted a not-for-profit company limited by guarantee registered in England and Wales.

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

3. Training Officer (Temporary)
The primary focus of this post will be to enable the smooth operation of DPC’s activities by providing a range of functions under the Workforce Development objective.

The DPC operates under a strategic plan which was renewed in January 2018. It has 6 strategic objectives:
• **Community Engagement:** enabling a growing number of agencies and individuals in all sectors and in all countries to participate in a dynamic and mutually supportive digital preservation community.

• **Advocacy:** campaigning for a political and institutional climate more responsive and better informed about the digital preservation challenge; raising awareness about the new opportunities that resilient digital assets create.

• **Workforce Development:** providing opportunities for our members to acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation.

• **Capacity Building:** supporting and assuring our members in the delivery and maintenance of high quality and sustainable digital preservation services through knowledge exchange, technology watch, research and development.

• **Good Practice and Standards:** identifying and developing good practice and standards that make digital preservation achievable, supporting efforts to ensure services are tightly matched to shifting requirements.

• **Management and Governance:** ensuring the DPC is a sustainable, competent organization focussed on member needs, providing a robust and trusted platform for collaboration within and beyond the Coalition.

The Workforce Development strand of this work is described as follows:

‘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 in the form of training. We will also encourage the proliferation of high-quality training by others; and we will support those training providers that seek to develop curricula in digital preservation. We aim to provide authoritative labour 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 forum for detailed and timely knowledge exchange between members for the benefit of all.’

Owned by its members, the DPC’s is committed to transparency, efficiency and good governance, ensuring that statutory and legal functions are delivered to the highest standard and to the benefit of its members. Following a work plan previously established, the post-holder will deliver the range of activities under the workforce development objective and supplement work across the rest of the DPC’s programme. This role requires frequent interaction with members, partners and funders internationally which they will be required to undertake with professionalism and confidence, so a strong sense of customer service and alignment with the values of the DPC will be required.

4. **Nature of the employment offered**

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 salary scales. The post is offered at either Grade 6 (points 25 to 29 £29176-£32817) or Grade 7 (points 32 to 36 £35845 - £40322) depending on experience. The successful candidate will be appointed at a point on the scale consistent with previous employment and skills. Cost of living increases will follow those agreed each year at the University of Glasgow. Increments will be available depending on performance, appraised annually. The DPC makes contributions into a private pension scheme for employees which should be matched by personal contributions from the employee. DPC staff are entitled to 30 days annual holiday, excluding public holidays. The post holder will be expected to work 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 milestone. Wherever possible, additional hours worked will be compensated by time off in lieu.

Some travel within the UK and overseas will be required.
The post is available immediately. It is offered full time, for six months in the first instance and the first three months of employment will be probationary.

This post will be located in our Glasgow office based at the University of Glasgow. Staff may be able to work from home from time to time but not as a permanent arrangement.

The post will be supervised by William Kilbride, Executive Director in the first instance, transferring to Sharon McMeekin at the completion of the ‘Novice 2 Ninja Project’ (provisionally 31st March 2020). On completion of the project the responsibilities relating to the post will be reviewed with expectation of change of line management.

5. How to apply
Applications should be submitted by email to William.kilbride@dpconline.org not later than 1200 on 9th of December, providing an application form with covering letter.

Shortlisted candidates will be required to present themselves for interview in Glasgow on 16th December. Travel expenses will be supplied, and candidates will be asked to undertake an exercise in advance of the interview. 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 this vacancy please email William Kilbride at william.kilbride@dpconline.org to arrange a convenient time.
Job Description

Job Title: Training Officer (Temporary)

Reporting To: Executive Director (until end of N2N Project), Head of Workforce Development (thereafter)

Job Purpose
To deliver workforce development member services, including training and skills projects in digital preservation, to achieve DPC’s strategic objective of ‘providing opportunities for our members to acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation.

Main responsibilities and accountabilities

1. To help track, understand and prioritize training needs among members and use this to shape other workforce development and knowledge exchange activities.

2. To contribute to training and training materials such as generic introductory training events and materials in digital preservation like the ‘Digital Preservation Handbook’ and the ‘Getting Started…’ and ‘Making Progress in Digital Preservation’ workshops.

3. To administer a grant program so that members’ workforces can attend training and other specialized career development opportunities.

4. To undertake systematic analysis of the digital preservation labour market and facilitating career development for staff and students with and for the benefit of members.

5. To provide support for new educational and workforce development programmes in digital preservation.

6. To support the creation of online teaching and training materials in digital preservation.

7. To identify and deliver member development opportunities from wider DPC activity, including research projects and reports.

8. To help facilitate the DPC’s Workforce Development Sub-Committee, reporting to the Executive Board and Representative Council as appropriate.

9. To support the Head of Workforce and Development in the delivery of the ‘Novice to Ninja’ project and related activities.
## 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 organizations.

11. To uphold the mandate and values of the DPC as expressed in the strategic plan.

12. To participate in internal meetings of DPC, including staff meetings, DPC Executive Board meetings (as required), away days, meetings with members and planning meetings.

13. To travel within the UK and overseas as required.

14. To contribute to the corporate and business planning of DPC as required.

15. To represent and promote DPC and its work positively in all internal and external dealings.

16. Any other duties that could reasonably fall within your 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

### Knowledge / Qualifications

**Essential:**
- Educated to degree level or equivalent skills, knowledge and experience
- Demonstrable understanding of applied digital preservation or related area

**Desirable:**
- Demonstrable understanding of workforce development issues in digital preservation including relevant frameworks and career pathways
- Professional qualification in project management, information management, heritage management or other relevant discipline
- Vocational / professional qualification relating to teaching, training, human resource management or workforce development
- Knowledge of skills and development issues in digital preservation
**Skills**

**Essential:**
- Project management skills
- Competent use of IT
- Able to plan, manage and prioritize own workload, working flexibly across a number of areas of work
- Ability to deliver creative, innovative solutions to meet stakeholder needs
- Completer and self-starter
- Collaborative team-worker, effective remote-worker
- Adept at managing complex relationships
- First rate presentation and writing skills
- Excellent communication and interpersonal skills, able to manage a high volume of stakeholder communications
- Ability to communicate abstract and complex ideas clearly and with enthusiasm

**Desirable:**
- Workforce and professional development
- Advanced use of IT and learning technologies
- European language
- Financial management, planning and budgeting
- Classroom management and curriculum development skills
- Quantitative analysis
- Knowledge transfer skills and ability to facilitate expert knowledge exchange

**Experience**

**Essential:**
- Experience of applied digital preservation
- Experience of working to tight deadlines
- Experience of stakeholder engagement

**Desirable:**
- Experience in a training role or function
- Experience of developing and delivering workforce development programmes
- Experience of managing complex projects and project budgets
- Project management experience
- Experience of working in a grant funded environment
- Professional experience in multiple digital preservation facilities
- Able to demonstrate effectiveness in staff development, training or teaching role
- Experience of project bidding
Job Features

Planning and Organizing

- Planning cost-effective and valued workforce development resources and training activities for DPC members
- Contributing to DPC strategy, business and financial planning
- Organizing and facilitating training events
- Contributing to the development of funding bids and externally funded projects with partners
- Developing and delivering workforce development / training outputs for members from wider DPC activity

Decision Making

- Identifying workforce development / training project and funding opportunities and priorities
- Delegated budgets

Internal/External Relationships

- Working effectively with workforce development contractors
- 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
- Contributing to an effective DPC staff team and an effective Board

Problem Solving

- Managing workforce development issues and opportunities and delivering cost effective and valued solutions to DPC members
- Managing workforce development activities to deliver optimum shared member benefits
- Creative, innovative problem solving

Other

- Working flexibly on multiple tasks simultaneously
- Working unsupervised and setting own targets
- Enabling, communicating, and sharing responsibility in a distributed team
- 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. These six themes constitute our high-level strategic objectives and are described more detail in our strategic plan which was adopted in January 2018.

DPC is a company limited by guarantee, founded in 2002 and governed by an Executive Board nominated by full members of the Coalition. DPC has a small permanent staff of six (with an additional appointment pending), supplemented by specialist project staff and contractors, with offices in Glasgow and York. The staff structure mirrors the six points of our strategic plan: the Executive Director leads the organization while four 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.dpconline.org/
Dimensions and context of this job

The DPC:
- Communication and consultation with DPC’s 96 members, especially our 29 full members.
- Knowledge exchange with an international community of around 2500 people.
- Staff complement of 8
- Annual turnover of 600K 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:
- Presenting the work of the DPC in different fora and to a wide range of audiences.
- Building new partnerships and strengthening existing ones.
- Formal 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: community engagement, advocacy, good practice and standards, capacity building, governance and management
- Travelling the majority of weeks and overnight approximately once per month
- Significant contribution to one of the DPC’s six strategic areas.
The post will be supervised by William Kilbride, Executive Director in the first instance, transferring to Sharon McMeekin at the completion of the ‘Novice 2 Ninja Project’ (provisionally 31st March 2020).