Vacancy at the DPC: Digital Preservation Analyst

1. Introduction
The Digital Preservation Coalition (DPC) seeks to employ a Digital Preservation Analyst to fill a new post created to help deliver a project. Applications should be submitted by email not later than 0900 on Monday 11th January 2021. Shortlisted candidates should be available for interview on-line Week Commencing 18th January 2021.

2. About this post
This is an exciting opportunity to work in a high-profile and important role, delivering support in good practice for digital preservation in for an established DPC Member but with a remit across our entire global membership.

In December 2020 the DPC started a second phase of a major investment project that is helping the UK Nuclear Decommissioning Authority (NDA) to identify and develop good practice and standards in digital preservation across the UK nuclear industry. This second phase builds on an initial project which assessed and documented requirements within the nuclear power sector. With the support of a grant from the NDA, we have created a new post that will support the delivery of these requirements and which will bring significant new support to Members across the Coalition.

You will be the project officer for a fixed-term project funded by the NDA to research and advise on good practice in digital preservation. Working in partnership with the NDA, embedded within the DPC team, and managed by the DPC’s Head of Good Practice and Standards, you will support the NDA to achieve documented goals for innovation and capability in digital preservation. These include preserving geospatial data, database preservation, EDRMS preservation, recovering data from portable media, defining designated communities, gathering requirements for solutions and assessing skills and capabilities. These goals are widely shared across the DPC, so your work will enhance the support offered to all DPC Members in these areas, documenting and codifying good practice across the community.

The post is available immediately and is offered on a full-time, fixed-term basis for an initial period of two years with a view to permanence thereafter. Recruitment will nominally be to the DPC offices in either Glasgow or York, though Covid 19 restrictions mean that the applicant will be required to work from home in the first instance. Consequently, applications are welcomed without limit to geography, though there is a requirement to attend meetings in standard UK office hours.

3. About the Digital Preservation Coalition (DPC)
The Digital Preservation Coalition exists to secure our digital legacy. Digital preservation is characterized by a supportive, global, vibrant community which is expanding rapidly. Cross-sector and interdisciplinary collaborations are highly valued and at the DPC, our primary function is to create the conditions for creativity and innovation in the face of shared challenges, for and on behalf of our members.

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 and we seek to be a community scaled to the global challenge.

We are a global membership organization, currently managed by a small team of nine staff and overseen by an Executive Board of Directors and a Representative Council appointed from our full members. A small not for profit company, 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 experts in the field nationally and internationally. It has a world class reputation. At the time of writing the DPC has 111 members. It is funded principally through member subscriptions and receives a small portion of funding through externally sponsored projects.

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

4. Digital Preservation Analyst

The NDA project will be managed by the Head of Good Practice and Standards. The Digital Preservation Analyst will work with the Head of Good Practice and Standards to ensure delivery of the project.

The post-holder is expected to focus on the project for approximately 75% of their time. The remaining 25% of the post-holder’s time will be used to facilitate close working with the rest of the DPC. Other DPC staff will be available to support the project as required, enabling the NDA-focused project to draw on the expertise of the whole DPC team as well as the wider coalition

The DPC operates under a Strategic Plan which was renewed in January 2018. This defines seven 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 focused on member needs, providing a robust and trusted platform for collaboration within and beyond the Coalition.
- **A Community Scaled to the Challenge**: Digital preservation is a global concern which needs to be addressed as such.

The close working arrangement with the DPC team will provide the opportunity for the post holder to develop and articulate good practice and policy guidance at the NDA and disseminate it for the
benefit of Coalition members. The post holder will work across the DPC’s programme insofar as this helps deliver the NDA project.

In the initial phase of work with the NDA, the DPC innovated and then applied an assessment model to the NDA’s digital preservation capabilities. The second phase takes strategically important highlights from that assessment and proposes research into each of them.

The DPC RAM assessment for the NDA formed the basis for the workplan, as has the NDA Digital Preservation Policy.

Topics to be addressed in the second phase also align with topics that interest the wider DPC Membership and thus complements DPC’s Research and Practice programme in the coming year.

The project will proceed with three workstreams:

- **Innovation**: a workstream which creates practical solutions and guidance around NDA’s challenges based on entirely innovation and research, adding value therefore to the wider digital preservation community. Topics covered as follows:
  - Preserving geospatial data
  - Database preservation
  - Participation in archiving expert group of Information, Data and Knowledge Management project
  - Innovation and Implementation Plan (Phase Three)

- **Capability**: a workstream which builds capability in the NDA by interrogating state of the art research and ‘best of breed’ solutions from the digital preservation community and interpreting them to the NDA context, adding value to both as a result. Topics covered as follows:
  - Workforce development
  - Requirements for a digital archive
  - Assessment of current infrastructure against requirements
  - Checklist for procuring IT systems
  - DPC RAM assessment
  - EDRMS preservation
  - Recovering data from portable media
  - Defining designated community

- **Management**: a workstream to provide accountability and quality assurance appropriate to the responsive, iterative project design.
  - Community engagement
  - Project dissemination
  - Project management and reporting

Running alongside these areas of work is a continuation of the ad hoc support provided to the NDA during Phase One of the project. The DPC will be on hand to advise the NDA on matters related to digital preservation over the course of the two years on request. A number of tasks and activities that commenced in Phase One of the project will also continue as appropriate.

5. **Nature of the employment and outline of conditions**

This post is available as direct employment and is not available as a secondment. It will be offered subject to satisfying requirements of baseline security clearance prior to appointment.
a) Salary and Remuneration
Employment will be under standard conditions articulated in the DPC staff handbook. The DPC’s staffing structure is tied to the UK Academic-Related salary scales. The post is offered at Grade 7, points 32-39 (£35,845-44,045 cost of living increase for 2020 to be agreed) full time and on a fixed term basis for two years. The successful candidate 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. DPC staff are entitled to 30 days annual holiday, excluding public holidays.

b) Hours and Leave Entitlements
The post holder 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 also expected to work occasionally with respect to time-zones globally. Wherever possible, additional hours worked will be compensated by time off in lieu with prior agreement of the Executive Director. DPC employees are required to travel frequently within the UK and overseas. The first six months of employment will be probationary and subject to a satisfactory report.

c) Location
The DPC seeks to recruit the best possible candidate and is willing to entertain flexibility in the place of employment. Our preference is that the candidate be based nominally, in one of our existing offices in York or Glasgow. Current restrictions of Covid19, practical requirements of the post, and our desire to recruit the best possible candidate mean that, excepting complications that arise from time zones, there is no practical limit to geography at this time.
The post holder will report to the Head of Good Practice and Standards and will maintain a point of contact with the NDA. An outline of the DPC organizational structure is presented below as of 1st December 2020.

6. How to apply

Applications should be submitted by email to william.kilbride@dpconline.org not later than 0900 on Monday 11th January 2021. Applications should consist of a short cover letter of explaining how the candidates’ skills match the person description, an application form in line with the person specification. Full CVs illustrating relevant experience and qualifications are also welcome but will not be reviewed until interview.

Shortlisted candidates will be required to present themselves for interview which is scheduled to take place online on Wednesday 20th Jan. Candidates will be asked to undertake an exercise in preparation for the interview. Depending on the size of the field, a second phase 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 this vacancy please email william.kilbride_AT_dpconline.org.
## Job Description

### Job Title
Digital Preservation Analyst

### Reporting To
Head of Good Practice and Standards

### Job Purpose
*Working to deliver programmatic and defined improvements in digital preservation capacity, modelling good practice and offering support across the DPC’s global membership, with particular attention to the Nuclear Decommissioning Authority*

### Main responsibilities and accountabilities
1. Officer for a fixed term project funded by the Nuclear Decommissioning Authority to deliver specified improvements in digital preservation capacity.
2. Researching and informing DPC members about good practice in digital preservation, with particular attention to the needs of the NDA.
3. Researching sharing and refining members’ needs for preservation and long-term access.
4. Articulating members’ needs to vendors, developers, funders and each other.
5. Monitoring the quality of digital preservation facilities and processes, especially on behalf of the Nuclear Decommissioning Authority.
6. Helping the DPC members and the NDA to develop and embed policies and regulations that can become examples of good practice within their own communities.
7. To analyse assess and support digital preservation practice across the DPC’s membership.
8. To advise other DPC staff on good practice issues within digital preservation.
9. To lead, support and guide relevant fundraising, membership and income generation activity.

### 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 organisations.
11. To uphold the mandate and values of the DPC as expressed in the strategic plan.
12. To attend as appropriate and participate in internal meetings of DPC, including staff meetings, Executive Board meetings (as required), away days, meetings with members and planning meetings.
13. To support a Sub-Committee of the Executive Board to review progress towards relevant strategic objectives.
14. To travel within the UK and overseas as required.
15. To contribute to the corporate and business planning of DPC as required.
16. To represent and promote DPC and its work positively in all internal and external dealings.
17. Any other duties that could reasonably fall within the 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 the job description. If post holders remain unhappy with proposed changes to their job description this should be resolved through the grievance process.
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<thead>
<tr>
<th>Person Specification</th>
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<tr>
<td><strong>Knowledge, Qualifications, Skills and Experience</strong></td>
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<td><strong>Qualifications</strong></td>
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<td><strong>Essential:</strong></td>
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<tr>
<td>• Educated to postgraduate degree level or with equivalent experience.</td>
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<td>• Demonstrable understanding of digital preservation or related discipline</td>
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<td>• Baseline security clearance prior to appointment</td>
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<td><strong>Desirable:</strong></td>
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<tr>
<td>• Professional qualification or accreditation in information management or relevant discipline</td>
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<td>• Research degree in digital preservation, information management or relevant discipline</td>
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<td><strong>Skills</strong></td>
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<td><strong>Essential:</strong></td>
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<td>• Project management skills</td>
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<td>• Competent use of IT</td>
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<td>• Able to plan, manage and prioritize own workload, working flexibly across a number of work packages simultaneously</td>
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<td>• Flexible, proactive and innovative approach to problem solving</td>
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<td>• Completer finisher and self-starter</td>
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<td>• Team working and remote working</td>
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<td>• Knowledge transfer skills and ability to facilitate expert knowledge exchange</td>
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<td>• First rate presentation and writing skills</td>
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<td>• Excellent communication and interpersonal skills</td>
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<td>• Able to manage a high volume of stakeholder communications</td>
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<td>• Ability to engage effectively, build and sustain relationships</td>
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<td>• Ability to identify and interpret relevance of standards and good practice</td>
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<td><strong>Desirable:</strong></td>
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<tr>
<td>• Advanced IT Skills including system architecture and design</td>
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<td>• Adept at managing complex relationships</td>
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<td>• Negotiation skills</td>
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<td>• Fluent second language</td>
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<td>• Ability to resolve complex technical and management problems and to deliver creative, innovative solutions to meet stakeholder needs</td>
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<td>• Ability to interpret and apply standards for optimal impact</td>
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<td>• Facility with managing and designing project budgets</td>
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<td><strong>Experience</strong></td>
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<td><strong>Essential:</strong></td>
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<td>• Relevant practical experience in a digital preservation facility</td>
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<td>• Experience of applied digital preservation</td>
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<td>• Experience in community engagement</td>
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<td>• Experience of working on a project basis</td>
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<td>• Experience of working in a grant-funded environment</td>
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<td>• Experience of practical problem solving for information management</td>
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<td>• Experience of working to deadlines</td>
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<td>• Professional network that extends beyond workplace</td>
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\(^1\) 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 prescriptive about subject. Applicants should simply show how their studies have been relevant to digital preservation.
- Experience of providing advice and guidance

Desirable:
- Experience of developing organizational digital preservation guidance
- Experience of managing complex multi-stakeholder projects
- Practical experience in different digital preservation facilities
- Track record in driving forward community collaboration
- Practical involvement in standards development and ratification
- Experience of quality assurance
- Experience of project bidding
- Development and delivery of information architectures
- Recognized leader within network or community
- Experience in nuclear industry or other, relevant regulated sector
- Experience of managing project budgets and resources

**Knowledge**

Essential:
- 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 one or more of the project themes (preserving geospatial data, database preservation, EDRMS preservation, recovering data from portable media, defining designated communities, gathering requirements for solutions, and assessing skills and capabilities)
- Knowledge of relevant funding opportunities and the expectations of funders
- Knowledge of emerging trends and challenges across digital lifecycles
- Knowledge of standards bodies and ratification processes

**Job Features**

**Planning and Organizing**
- Planning and delivering support to the Nuclear Decommissioning Authority
- Contributing to DPC strategy, business and financial planning
- Developing and managing research and development projects
- Developing funding bids and externally funded research projects
- Developing and delivering research outputs from projects

**Decision Making**
- Making good practice recommendations in digital preservation for a regulated sector
- Identifying project and funding opportunities and priorities
- Managing project resources and relationships

**Internal / External Relationships**
- Managing project-based relationship between DPC and Nuclear Decommissioning Authority
- 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 and an effective Board
- Supporting a Sub-Committee of the Executive Board in line with strategic objectives

**Problem Solving**
• Adapting digital preservation know how to best effect in a complex regulated environment
• Managing technical and management problems and delivering consultancy solutions to DPC members
• Managing research projects 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; and we seek to be a community scaled to a global challenge. These seven 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. An application for charitable status is in process at the time of writing. DPC has a small permanent staff of nine, supplemented by specialist project staff and contractors, with offices in Glasgow, Melbourne and York. The staff structure mirrors our strategic plan: the Executive Director leads the organization while 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

The DPC:
• Communication and consultation with DPC’s 111 members, especially our 32 full members.
• Knowledge exchange with an international community of around 3000 people.
• Staff complement of 9
• Annual turnover of 800K 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:
• Primary relationship with one core DPC member operating 17 plants in the UK
• Strategic development of around one of seven DPC objectives.
• Presenting the work of the DPC in different fora and to a wide range of audiences.
• Building new partnerships and strengthening existing ones.
• Formal but indirect 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
• Travelling most weeks and overnight approximately once per month
Representative Council
Comprises all full members. It leads DPC strategy

Executive Board comprises Chair, Vice-Chair, Executive Director, Finance Director, Sub-Committee Chairs, plus up to 5 other members. It ensures corporate compliance.

DPC Representative Council

DPC Sub-Committees
(one per objective)

DPC Executive Board

Executive Director
William Kilbride

Head of Communications & Advocacy
Sarah Middleton

Campaigns Officer
vacant

Head of Workforce Development
Sharon McMeekin

Training Officer
Amy Currie

Business Manager
Alyson Campbell

Administration Officer
John McMillan

Head of Research and Practice
Paul Wheatley

Head of Good Practice and Standards
Jenny Mitcham

Digital Preservation Analyst
TBC—Jan 2021

Head of DPC Australasia
Jaye Weatherburn

Head of DPC

Digital Preservation Coalition