

Vacancy at the DPC

Project Officer (TIMBUS)

1. Introduction

The Digital Preservation Coalition (DPC) seeks to employ or second a Project Officer to help deliver its commitments to the TIMBUS (Timeless Business Processes) Project, an initiative co-funded by the European Commission. Applications should be submitted by email not later than 1200 on Monday 18th November 2013. Shortlisted candidates should be ready to present themselves for interview on Thursday 28th November 2013.

2. About this post

This is an exciting opportunity to work in a high-profile and wide-ranging role. The post has been created to deliver the Coalition's dissemination, communication and training activities as part of the TIMBUS project. Recruitment will be to the DPC offices in Glasgow, York or London and is available immediately for 12 months full time.

You will work internationally with the world's leading authorities in digital preservation, helping to communicate first-class research, connecting leaders and professionals from different sectors and disciplines, and helping to influence public policy. You will have the opportunity to develop an exceptional international portfolio of professional contacts and you will gain experience in the operation of EC-funded research ahead of the commencement of the Horizon 2020 programme, which will see €80bn in project investments. You will have strong communication skills with experience of new media, with enough knowledge of digital preservation – or with a proven capacity to learn quickly – in order that you can support and engage others with the outcomes of cutting edge research.

DPC welcomes proposals from its members about secondments of existing staff. In the event of a secondment there will be some scope for flexibility about duration and hours worked (part time/ full time) and greater flexibility about the location of work. Any secondment will have to be completed by December 31st 2014.

3. About the Digital Preservation Coalition

The DPC is an advocate and catalyst for digital preservation, enabling our members to deliver resilient long-term access to content and services, and helping them derive enduring value from digital collections. We raise awareness of the importance of the preservation of digital material and the attendant strategic, cultural and technological issues. We are a not-for-profit membership organisation and we support our members through knowledge exchange, capacity building, assurance, advocacy and partnership. Our vision is to make our digital memory accessible tomorrow.

Digital preservation is characterised by a supportive, international and vibrant community which is growing 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 was founded in 2002 and occupies a distinctive position within this community. It works with and on behalf of the leading experts in the field internationally and it has a world class reputation.

At the time of writing the DPC has forty one institutional members in the UK and Ireland as well as a number of international partners and allies around the world. It is funded principally through member subscriptions and receives around half of its funds through externally sponsored projects. It is currently a partner in three major projects funded by the European Commission – TIMBUS, APARSEN and 4C and it employs five full time staff with offices in Glasgow, York and London. It is governed by a board of directors constituted from its full members.

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

4. TIMBUS

The DPC is a partner in the TIMBUS project that is co-funded by the European Commission. It started in April 2011, runs until end of December 2014, and is an 'Integrated Project' – a project which supports research to achieve a specific objective and where the primary outcome is new knowledge.

The TIMBUS Project focuses on resilient business processes. It makes the execution context, within which data is processed, analysed, transformed and rendered, accessible over long periods. TIMBUS also considers the

dependencies on third-party services, information and capabilities that are necessary to validate digital information in a future usage context. TIMBUS delivers activities, processes and tools that ensure continued access to services and software to produce the context within which information can be accessed, properly rendered, validated and transformed into knowledge. The project is organised into nine work packages.

The DPC is involved in three work packages: 'Exploitation', 'Engineering Services and Systems for Digital Preservation' and 'Dissemination and Training', and is the project lead for the latter. 'Dissemination and Training' constitute the DPC's largest contribution to the project. The work package has been singled out for particular praise in recent reviews and core tools, relationships and controls are already well established. As work package lead, the DPC is responsible for co-ordinating and ensuring the development and delivery of training materials derived from the TIMBUS Project, for managing and performing dissemination tasks and for managing the project contributions to standards. Whilst the post holder will be expected to contribute to all of these from time to time they will be largely engaged in the 'Dissemination and Training' work package.

The DPC also participates in other current and future externally funded projects. The successful candidate may be expected to contribute to them in a role similar to the one described for TIMBUS.

For more information about the TIMBUS Project see: <http://timbusproject.net/>

5. Nature of the employment offered

This post is available either as a direct employment or as a secondment.

In the event of direct employment, 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 Grade 7, points 32-39 (£32,267- £39,649 subject to cost of living increase for 2013-2014). 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 Oxford. Increments will be available depending on performance, appraised annually. The DPC makes contributions into a private pension scheme for the employee which should be matched by personal contributions from the employee. 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.

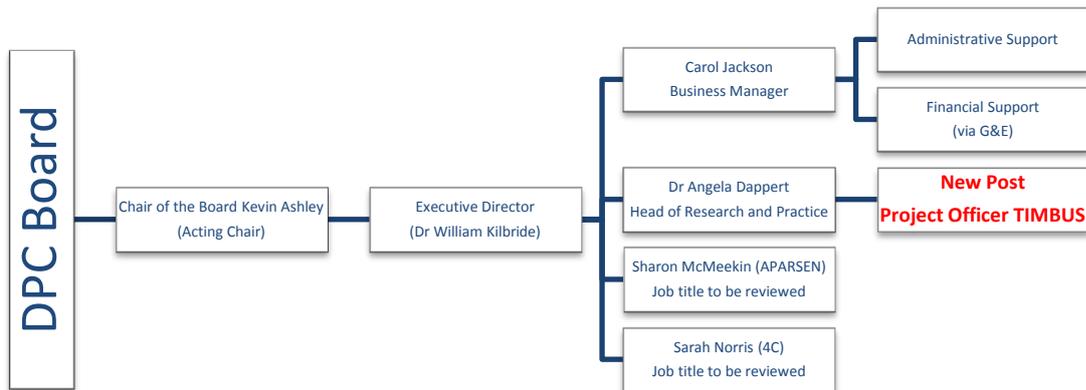
In the event of a secondment, the post-holder would be appointed under the prevailing terms and conditions of their employer. DPC would negotiate with their employer and would consider varying the hours worked, splitting the post between competent individuals and the duration of the contract. The secondment would be completed by December 2014.

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

The post is available immediately until 31 December 2014. The first six months of employment will be probationary.

The DPC seeks to recruit the best possible candidate and is willing to entertain some flexibility in the place of employment. Our preference is to locate the candidates in our existing offices in Glasgow, York or London. Staff may be able to work from home from time to time but not as a permanent arrangement.

Whether through direct employment or secondment, the post will be supervised by Dr Angela Dappert. An outline of the DPC organisational structure is presented below though note that this is subject to change pending a wider review of staffing.



6. How to apply

Applications should be submitted by email to william@dpconline.org not later than 1200 on 18th November 2013, providing a letter of application explaining how their skills match the person description and a full CV illustrating all relevant experience and qualifications.

Shortlisted candidates will be required to present themselves for interview on 28th November 2013 in London. 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 these vacancies please call 020 7412 7028.

Project Officer (TIMBUS) Job Description

Job Title: Project Office (TIMBUS)

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

Responsible to: Dr Angela Dappert

Internal Liaison: Executive Director, Business Manager, Senior Project Officer (APARSEN), Senior Project Officer (4C), DPC Board, DPC Members

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

Duration: Fixed term contract until 31 December 2014

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 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;
 - Coordinating, developing and delivering training based on the TIMBUS Project;
 - Managing contributions to standards bodies from within the TIMBUS project;
 - Raising awareness of digital preservation in the wider community;
 - Participating in and undertaking research and development on topics relevant to business process preservation as required within the TIMBUS Project.
2. To shape, review and disseminate outcomes from the TIMBUS Project to the membership of the DPC, project partners and more widely;
3. To manage, monitor and report project resources and expenditure within the TIMBUS Project to ensure that costs are contained and outcomes maximised;
4. To work closely with TIMBUS partners and DPC members to ensure that DPC contributions to the TIMBUS Project are fully understood and fully supported by those involved;
5. To ensure that quality criteria for DPC work packages in the TIMBUS Project are met, monitored and maintained;
6. To consult members of the DPC and encourage their participation in the TIMBUS Project so that their needs are effectively articulated and met;
7. 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;
8. To represent and support the work of the DPC and contribute to the Coalition's vision and strategic plan.

Project Officer (TIMBUS) Person Description

Essential and Desirable Requirements for this Role

	Essential	Desirable
Qualifications	Undergraduate degree (or equivalent) with 4 years' experience in a role relevant to the post and appropriate work-based training; OR Educated to postgraduate degree level with demonstrable interest in a relevant* subject.	Qualifications in the use of social media for marketing and communications; qualifications in project management; demonstrable interest in digital preservation.
Knowledge	Knowledge of procedures and process in communications; OR Working knowledge of digital preservation or cognate information management activities	Knowledge of emerging trends in communications; advanced use of communications IT (publishing platforms, web content management with CMS (especially Joomla); social media in a work environment; AV editing); working knowledge of applied digital preservation; familiarity with DPC member agencies or potential members.
Skills /abilities /competencies	Proficient IT literacy; quick learner; attention to detail; strong interpersonal skills; professional and trustworthy;.	Ability to inspire confidence and influence others; managing project budgets and resources; strategic thinker; adept at managing complex relationships.
Experience	Experience of project communications OR Experience in digital preservation or cognate information management role.	Has written or delivered communications plan; experience with public policy or standards development; experience in marketing or PR; experience of managing projects; experience of business environments; experience of providing high quality briefing material for others; experience with training and awareness raising; experience in digital preservation

Planning and organising	Able to manage own workload reliably and with minimal supervision; able to plan workload ahead; able to work flexibly across a number of tasks simultaneously; ability to prioritise; capacity meet deadlines.	Ability to anticipate and avert difficulties; experience of managing projects in complex multi-stakeholder environments; experience with EC-funded or other grant funded projects;
Initiative and problem solving	Ability to discern which problems to solve on own initiative and which ones to refer to line management;	Creative flair; capacity to learn; and understand; flexible and innovative approach to problem solving; capacity to anticipate problems and be proactive; ability to discern opportunities; ability to resolve problems where there is conflicting information and multiple competing solutions..
Motivation and Teamwork	Track record of seeing work through to completion; able to work in small and distributed teams; committed to collaboration; willingness to pool expertise; diplomatic and courteous.	Capacity to recognise needs of others and respond thoughtfully.
Communications	First rate presentation and writing skills; capacity to listen and understand;	Negotiation and interpersonal skills; European language; writing for the web; visual design; capacity to manage large volume of communications from multiple stakeholders.
Personal Attributes	Flexibility in working practices and outlook (e.g. willingness to work occasional evenings and weekends when required); ability to travel in UK and Europe.	Ability to start immediately.

* We aim to encourage applications from a wide range of degree programmes and are not proscriptive about subjects. Applicants should show how their studies have encompassed digital preservation.