Example Role Description: Digital Preservation Program Manager

The following table provides an example of a role description developed using the DPC’s Competency Framework. The role description presents the competencies someone in a role such as a “Digital Preservation Program Manager” might be expected to have after some experience in the position. Here, “Digital Preservation Program Manager” is used to describe a manager who oversees and guides the digital preservation activities at an organization. When hiring for such a role, it would be expected that applicants would have some but not all of the skills and that they might build the full set of skills described here over time.

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| **Competency Area** | **#** | **Skill Element** | **Relevant to Role** | **Level** | **Statement** |
| **Governance, Resourcing, and Management** | 1 | Policy Development | Yes | Intermediate | Has applied organizational digital preservation policies to implementation in practice, and develops policies relating to the organization's digital preservation program |
| 2 | Risk Management | Yes | Intermediate | Applies risk management techniques to assess risks and vulnerabilities of digital content and technologies to inform the priorities of the digital preservation program |
| 3 | Resource Management | Yes | Intermediate | Effectively manages budgets and undertakes financial planning for the digital preservation program, and has developed or contributed to business cases for digital preservation |
| 4 | Staff Management | Yes | Advanced | Manages, motivates, and supports staff through line management and team building, can lead recruitment of new staff |
| 5 | Strategy and Planning | Yes | Advanced | Provides strategic direction for the digital preservation program, including managing steering or working groups  |
| 6 | Analysis and Decision-Making | Yes | Advanced | Manages changing priorities and plans deliverable actions based on assessments of issues and requirements, delegates tasks where needed, making decisions that take into consideration relevant factors such as policy, resources, risks, and staff |
| **Communications and Advocacy** | 7 | Effective Communication | Yes | Advanced | Communicates effectively to a range of audiences, both verbally and in written formats, including presentations, reports, conference papers, and publications |
| 8 | Collaboration and Teamwork | Yes | Advanced | Liaises with a range of colleagues across departments to identify issues and implement solutions, participates in steering and working groups |
| 9 | Stakeholder Analysis and Engagement | Yes | Advanced | Can identify key stakeholders, and has undertaken and applied findings of stakeholder analysis  |
| 10 | User Analysis and Engagement | Yes | Intermediate | Can identify key user groups, and has undertaken or applied findings of user needs analysis |
| 11 | Advocacy | Yes | Advanced | Advocates for digital preservation to a broad range of audiences and can develop business cases for additional resources needed to support the program |
| 12 | Training | Yes | Intermediate | Provides guidance and delivers training to improve knowledge or skills for different digital preservation processes and procedures across the organization |
| 13 | Producing Documentation | Yes | Advanced | Manages, monitors and analyses documentation required for the digital preservation program |
| **Information Technology** | 14 | General IT Literacy | Yes | Intermediate | Works with a range of software tools and systems |
| 15 | Computer Programming | Yes | Novice | Aware of how programming is used to support digital preservation at the organization |
| 16 | System Procurement | Yes | Intermediate | Inputs to the development, selection, and procurement of a system or service, including requirements analysis and liaising with relevant staff |
| 17 | Storage Infrastructures | Yes | Beginner | Understands organizational approach to storage and back-up |
| 18 | Information Security | Yes | Beginner | Understands how organization manages information security, can liaise with IT colleagues to identify issues and solutions |
| 19 | Workflow Development and Implementation | Yes | Intermediate | Contributes to the development of workflows for processing digital content |
| **Legal and Social Responsibilities** | 20 | Legal and Regulatory Compliance | Yes | Intermediate | Understands the organization's legal and regulatory context and responsibilities and how they impact digital preservation. Ensures preservation or access workflows incorporate necessary legal or regulatory considerations to facilitate compliance |
| 21 | Environmental Impact | Yes | Intermediate | Leads on assessments of financial and environmental costs of digital preservation, making and implementing recommendations for environmental sustainability |
| 22 | Inclusion and Diversity | Yes | Intermediate | Understands key inclusion and diversity issues that impact on digital preservation, can assess activities for unconscious bias, supports and evaluates staff in a responsible, inclusive and fair manner |
| 23 | Ethics | Yes | Intermediate | Has considered and applied ethical approaches to digital preservation activities |
| **Digital Preservation Domain Specific** | 24 | Metadata Standards and Implementation | Yes | Intermediate | Leads the selection and implementation of relevant metadata standards |
| 25 | Information Management Principles | Yes | Intermediate | Ensures relevant information management principles are incorporated into digital preservation activities |
| 26 | Approaches to Preservation | Yes | Intermediate | Ensures sutiable digital preservation approaches are selected and implemented |
| 27 | DP Standards and Models | Yes | Intermediate | Selects standards and/or models to guide the development of the organization’s approach to digital preservation |
| 28 | Managing Access | Yes | Intermediate | Surpervises the implementation of services for provision of access to digital content |