Example Role Description: Senior Executive or Administrator

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 “Senior Executive or Administrator” might be expected to have after some experience in the position. Here, “Senior Executive or Administrator” is used to describe someone in senior management who operates at a strategic level, providing direction and oversight. 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 | Advanced | Leads and monitors the development of organizational policies and their implementation |
| 2 | Risk Management | Yes | Advanced | Provides organizational oversight for implementation and monitoring of risk management roles, responsibilities, and accountability |
| 3 | Resource Management | Yes | Advanced | Oversees budgets, approves business cases for digital preservation, negotiates and manages contracts |
| 4 | Staff Management | Yes | Advanced | Effective and empathetic manager of people and teams, motivates, and supports staff across departments or areas of the organization, has overseen or led staff recruitment |
| 5 | Strategy and Planning | Yes | Advanced | Provides strategic direction at an organizational level, and participates in steering or working groups |
| 6 | Analysis and Decision-Making | Yes | Advanced | Manages changing priorities, approves plans, delegates tasks where needed, and makes 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 broad range of audiences, both verbally and in written formats, including presentations, conference papers and publications |
| 8 | Collaboration and Teamwork | Yes | Advanced | Liaises with a range of colleagues internal and external to the organization, identifies opportunities for collaboration with relevant external initiatives |
| 9 | Stakeholder Analysis and Engagement | Yes | Advanced | Liaises and facilitates engagement with existing or prospective stakeholders, fosters partnerships and facilitates conversations to assist with stakeholder engagement |
| 10 | User Analysis and Engagement | No |  |  |
| 11 | Advocacy | Yes | Advanced | Aligns and supports the aims of digital preservation with organizational policy landscape and strategic objectives |
| 12 | Training | No |  |  |
| 13 | Producing Documentation | No |  |  |
| **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 | Provides approval for procurement of systems and services, including documents such as an Invitation to Tender or a Request for Proposals, selection decisions, and contracts |
| 17 | Storage Infrastructures | No |  |  |
| 18 | Information Security | Yes | Beginner | Understands the organization's information security requirements, and ensures those responsibilities are fulfilled |
| 19 | Workflow Development and Implementation | No |  |  |
| **Legal and Social Responsibilities** | 20 | Legal and Regulatory Compliance | Yes | Advanced | Oversees and directs the implementation of policy for managing the organization's legal and regulatory compliance in relation to digital preservation |
| 21 | Environmental Impact | Yes | Intermediate | Understands the financial and environmental costs of digital preservation, and ensures an environmentally sustainable approach is adopted |
| 22 | Inclusion and Diversity | Yes | Intermediate | Understands key inclusion and diversity issues and ensures the organization proactively addresses them. Supports and evaluates staff in a responsible, inclusive, and fair manner |
| 23 | Ethics | Yes | Advanced | Ensures accountability and ethical approaches to professional conduct through the development and review of policy and procedures. |
| **Digital Preservation Domain Specific** | 24 | Metadata Standards and Implementation | No |  |  |
| 25 | Information Management Principles | Yes | Beginner | Understand basic information management principles |
| 26 | Approaches to Preservation | Yes | Beginner | Understands organizational approaches to preservation of digital content |
| 27 | DP Standards and Models | Yes | Beginner | Understands standards and models utilized by organization |
| 28 | Managing Access | No |  |  |