Example Role Description: Trainee

The following table provides an example of a role description developed using the DPC’s Competency Framework. The role description presents the competencies a digital preservation trainee might be expected to have upon completion of a trainee program.

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| **Competency Area** | **#** | **Skill Element** | **Relevant to Role** | **Level** | **Statement** |
| **Governance, Resourcing, and Management** | 1 | Policy Development | Yes | Beginner | Understands organizational digital preservation policies and how they guide practice |
| 2 | Risk Management | No |  |  |
| 3 | Resource Management | No |  |  |
| 4 | Staff Management | No |  |  |
| 5 | Strategy and Planning | No |  |  |
| 6 | Analysis and Decision-Making | Yes | Beginner | Prioritizes tasks, identifies issues, and manages workload |
| **Communications and Advocacy** | 7 | Effective Communication | Yes | Intermediate | Communicates effectively, both verbally and in written formats, including preparing reports |
| 8 | Collaboration and Teamwork | Yes | Intermediate | Works effectively as part of a team |
| 9 | Stakeholder Analysis and Engagement | Yes | Beginner | Participates in stakeholder engagement activities |
| 10 | User Analysis and Engagement | Yes | Beginner | Participates in user engagement activities |
| 11 | Advocacy | Yes | Beginner | Supports advocacy and awareness-raising activities |
| 12 | Training | No |  |  |
| 13 | Producing Documentation | Yes | Beginner | Produces documentation for specific processes and procedures |

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| **Information Technology** | 14 | General IT Literacy | Yes | Beginner | Understands key information formats and systems used for digital preservation, with some experience installing and setting up basic software or tools |
| 15 | Computer Programming | No |  |  |
| 16 | System Procurement | No |  |  |
| 17 | Storage Infrastructures | Yes | Beginner | Understands organizational approach to storage and back-up |
| 18 | Information Security | Yes | Beginner | Understands how organization manages information security |
| 19 | Workflow Development and Implementation | Yes | Beginner | Utilizes existing workflows to process digital content for preservation |
| **Legal and Social Responsibilities** | 20 | Legal and Regulatory Compliance | Yes | Novice | Recognizes there are legal and regulatory responsibilities of organizations in relation to digital preservation but limited awareness of key issues and approaches |
| 21 | Environmental Impact | Yes | Novice | Aware of the environmental impact of digital preservation |
| 22 | Inclusion and Diversity | Yes | Novice | Aware of issues relating to inclusion and diversity connected to digital preservation |
| 23 | Ethics | Yes | Novice | Aware of the importance of an ethical approach to professional conduct and of ethical issues relating to the collection, preservation and access of digital content |
| **Digital Preservation Domain Specific** | 24 | Metadata Standards and Implementation | Yes | Intermediate | Creates metadata in line with relevant standards |
| 25 | Information Management Principles | Yes | Novice | Aware of basic information management concepts such as integrity, reliability, authenticity, and usability |
| 26 | Approaches to Preservation | Yes | Novice | Aware of key approaches to the preservation of digital content |
| 27 | DP Standards and Models | Yes | Novice | Aware of the digital preservation standards and/or models utilized by the organization |
| 28 | Managing Access | Yes | Novice | Recognizes the importance of preservation for access to digital content |