Job title	Digital Preservation Manager
Grade	Grade 8
Salary range	£36,261 - £48,677
Staff Group	Academic-related
Department / Institution	University Library

Role-specific information

Role Summary

Archives and digital collections are significant cultural and intellectual assets of the University and other Cambridge institutions with global reach attracting high-profile public interest and major research funding. Cambridge University Libraries (CUL) collections are of global importance, enabling world-leading research to take place. The Archiving and Digital Preservation Foundation (ADPF) Programme is a core part of the Libraries' emerging Digital Strategy, designed to underpin and support the current and future needs of academic strategy and to meet the University's stewardship and responsibility for research and heritage digital collections. Building on the success of the Polonsky Foundation-funded Digital Preservation project at Oxford and Cambridge (https://www.dpoc.ac.uk/), this programme and the digital preservation service it will establish, will define and deliver digital preservation infrastructures to help ensure the preservation of the University Libraries' digital assets for current and future scholarship in support of CUL's newly-published Digital Preservation Policy and Strategy.

The Digital Preservation Manager will be a digital preservation specialist who will play a key role in the Digital Preservation Project Implementation Team responsible for the delivery and implementation of a Digital Preservation Service or the University Libraries. The role holder will work to define and build the workflows, processes and capabilities required for the new Digital Preservation Service and policies and strategy, and transition the service to business-as-usual processes embedded in the Libraries' workflows.

The role holder will work with senior managers, colleagues and staff who will become responsible for curation and management of digital assets, guide staff to develop and establish digital preservation capabilities and also work with other departments and service owners on integrations with the preservation system. The role holder will work with staff to advise on and develop workflows, as well as design and implement tools and procedures for digital preservation activities. The role holder will ensure that the digital preservation service remains in line with the Digital Preservation Policy and Strategy, and will help the Policy and Strategy evolve as part of its annual review process.

The role holder will manage the University Libraries' digital preservation service after the implementation project, and will continue to work, coordinate and liaise with a range of stakeholders (including curators, digital and technical specialists and managers) across the Libraries (and wider University) to deliver the digital preservation service, create workflows, and manage the digital preservation infrastructure. They will ensure that the digital preservation service will achieve increasing levels of maturity and be able to attain CoreTrustSeal status (https://www.coretrustseal.org/), and further measurable levels of service maturity in future years.

Key Responsibilities

Implementation of digital preservation system

- Manage the Cambridge University Libraries' digital preservation implementation team for the Digital Preservation Project; implement a digital preservation system infrastructure and preservation service for the University; and manage the system and the service post implementation.
- Liaise and collaborate with relevant colleagues across the University on digital preservation to coordinate and deliver a full digital preservation service and develop and implement standards, procedures, guidelines, plans, systems, tools and workflows for the preservation of, and access to, the digital assets of Cambridge University Libraries.

Management of digital preservation service

- Plan, develop, administer and regularly review the digital preservation service and the Digital Preservation Policy and Strategy, in relation to the strategic objectives of the Libraries service improvement, risk management, quality control, legal compliance and good practice, as the service progresses towards the goal of CoreTrustSeal status and increasing, measurable levels of maturity beyond that;
- Manage the digital preservation system and infrastructure, working and liaising with technical staff in the Libraries in the University's Information Services and vendors to ensure the system is current, functional, resilient and sustainable.
- Establish services such as the digital preservation lab as a new core function with line management of technical lab staff.
- Advise and provide guidance on implementation of guidelines and standards (including metadata) and good practices for digital preservation in Cambridge University Libraries. This will include providing guidance on preservation formats and preparation of digital content for long-term preservation, born-digital and digitised assets including research data outputs.
- Review and update DP policy and strategy for CUL

Advocacy and Liaison

- Work with stakeholders throughout the University to advocate for digital preservation, raise awareness, collate and understand user requirements and develop guidelines and processes.
- Engage with external stakeholders to help advocate for the service and ensure donors of important digital content are assured of the Cambridge University Libraries' digital preservation capability and competence.

Digital Preservation knowledge and community engagement

- Maintain specialist knowledge and awareness in the area of digital preservation to inform developing practice and policy work, and establish a presence within the digital preservation communities.
- Actively keep up to date and pursue a programme of personal development, including the development of staff management and team building skills.

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	**Essential:** • Educated to degree level, or equivalent experience **Desirable** • Postgraduate degree or PhD in digital preservation, library and information science, or computer science • Project management qualification
Specialist knowledge & skills	**Essential:** • In depth knowledge of digital preservation theory, standards and best practice including content management, access, migration and preservation; • Knowledge of data storage methods, media and security; • Knowledge of metadata standards, data structure; standards and models relevant to digital content (e.g. METS, Dublin Core, PREMIS); • Excellent time and organisational management skills; • Excellent IT skills; **Desirable** • Excellent knowledge of archives, manuscripts and special collection;
Interpersonal & communication skills	**Essential** • Excellent oral, written and interpersonal communication skills; • Ability to communicate complex technical ideas in simple language; • High level stakeholder engagement skills
Relevant experience	**Essential** • Management and preservation of born-digital and digitised resources including the appraisal, curation and processing of collections in line with standards and best practice; • Developing, reviewing, maintaining and implementing policies and procedures for digital preservation; • Working knowledge of digital preservation tools and systems; • Experience of working in a team environment with colleagues from different professional backgrounds and sharing expertise; • Building strong relationships and positively influencing others, ability to work across multiple teams and disciplines; • Proven ability to develop and deliver effective solutions; • Experience of working and dealing effectively with teams in a large and complex organization. **Desirable** • Experience of managing and supervising staff; • Project management experience; Computing experience – software engineering, data analysis, system and data architecture, quality assurance, systems analysis, systems admin.

Additional requirements	**Essential**
	- An ability to work to deadlines and prioritise and schedule workloads and respond to unforeseen issues and changing circumstances. - Ability to work on own initiative.

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at which level and whether this is an essential or desirable requirement. Full definitions are at http://www.admin.cam.ac.uk/offices/hr/policy/beha vioural/attributes/; please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Behavioural Attribute	Level	Desirable or Essential
COMMUNICATION Communicates effectively and appropriately with senior management, external partners and with people at all levels across the University and outside the University in the wider community.	**B**	**Essential**
ACHIEVING RESULTS Solves work-related problems effectively. Provides support and contributes to the performance of the institution. Manages own workload and, where applicable, the workload of others.	**B**	**Essential**
VALUING DIVERSITY Considers and respects the ideas, circumstances and feelings of others. Treats everyone with fairness and respect, adhering to the principles of diversity and inclusion.	**A**	**Essential**
RELATIONSHIP BUILDING Develops and maintains existing partnerships. Builds teams and identifies means of enhancing their effectiveness.	**B**	**Essential**
STRATEGIC FOCUS Implements the University's strategy and planning activity within the team. Supports the University's mission and priorities.	**B**	**Essential**
INNOVATION AND CHANGE Supports, promotes and implements change. Encourages the adoption of new methods and overcomes barriers to acceptance.	**B**	**Essential**

NEGOTIATING AND INFLUENCING	C	Essential
Persuades and influences peers and managers through consideration of their interests, involvement and consultation		

Terms and Conditions

Location	University Library, West Road, Cambridge, CB3 9DR
Working pattern	Full time, Monday – Friday
Hours of work	37 hour week
Length of appointment	Fixed Term: 5 years
Probation period	9 months
Annual leave	Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days), plus public holidays
Pension eligibility	Universities Superannuation Scheme (USS) Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/.
Retirement age	The University does not operate a retirement age for unestablished academic-related staff.

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see http://www.jobs.cam.ac.uk/right/have/).

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is Wednesday 26th June. If you have any questions about this vacancy or the application process, please contact Lesley Gray (lesley.gray@lib.cam.ac.uk)

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self- governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at http://www.cam.ac.uk/univ/works/index.html which we hope you will find helpful.

Cambridge University Library:

Cambridge University Library is one of the world's great research libraries. The Library is a major scholarly resource, not only for the University's academic community, but also for researchers nationally and internationally. Cambridge University Library has been collecting books and manuscripts since the 14th century and now has one of the greatest and most accessible collections of books and manuscripts in the world. As a legal deposit library for over 300 years, the University Library also has comprehensive holdings of UK publications, as well as extensive collections built up through purchase over several centuries.

Organisationally, the University Library comprises the main University Library and its affiliated libraries (see below for a list of all Affiliated Libraries).

The University Library Affiliated Libraries List:

The African Studies Library
The Architecture and History of Art Library
The Asian and Middle Eastern Studies Library
The Betty and Gordon Moore Library for Physical Sciences, Mathematics and Technology
The Casimir Lewy Library (Philosophy)
The Classics Library
The Divinity Library
The Engineering Library
The English Library
The Everton Library (Education)
The Haddon Library (Archaeology and Anthropology)
The Marshall Library (Economics)
The Medical Library
The Modern and Medieval Languages Library
The Pendlebury Library (Music)
The Rayleigh Lirbary (Physcis)
The Seeley Library (History)
The Social and Political Sciences Library (Sociology and Land Economy)
The South Asian Studies Library
The Squire Law Library

The Radzinowicz Library (Criminology)

The Rayleigh Library (Physics)
The Whipple Library (History and Philosophy of Science)

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits –** You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

  We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

  We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (http://www.accommodation.cam.ac.uk/) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment -** We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

  If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities -** The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
  - A wide-range of training courses and online learning packages.
  - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
  - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
  - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
  - Reduced staff fees for University of Cambridge graduate courses.
  - The opportunity to attend lectures and seminars held by University departments and institutions.
  - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits. A range of information about living and working in Cambridge is also available to you within the University's web pages at http://www.jobs.cam.ac.uk/ and http://www.hr.admin.cam.ac.uk/hr-staff/information-staff

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat

job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at http://www.admin.cam.ac.uk/offices/hr/staff/disabled/.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Camilla Jefferies who is responsible for recruitment to this position, on 01223 747454 or by email on jobs@lib.cam.ac.uk Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.