

JOB DESCRIPTION
Digital Archivist
Vacancy Ref: A1116

Job Title: Digital Archivist	Present Grade: 7P
Department/College: Library	
Directly responsible to: Head of Digital Innovation	
Supervisory responsibility for: n/a	
<p>Other contacts</p> <p>Internal: Digital Innovation teams Research Data Management (RDM) and Open Access (OA) Working Groups ISS, RCSO, OED, Secretariat and Library staff, including developers, metadata, storage and discovery experts</p> <p>External: Comparable roles in other HEIs RCUK and JISC Contacts at national and international repositories and archives</p>	
<p>Job purpose: To take the lead role in the development and implementation of a digital preservation strategy and relevant systems at Lancaster University. The ability to archive research data is a key requirement for Lancaster University, and this area will be the priority over your first years in post.</p> <p>Major Duties:</p> <ol style="list-style-type: none"> 1. Investigate, recommend, implement and refine methodologies and practices for sustainable and secure digital archiving, for both born-digital objects and objects that become digital over time. 2. Implement a digital preservation strategy and system that caters for long-term preservation of digital objects, especially research datasets. Integrate the preservation repository with the institutional asset management system (Hydra). 3. Prepare the technical metadata (checksum, creation, modification and last access dates, file formats, file sizes, etc.) of files in institutional repository for transfer to preservation repository. Understand and use migration strategies to preserve digital objects for their useful lifetime 4. Manage and perform the digital cataloguing of objects; manage digital archive cataloguing standards and practice. 5. Implement the advice on version control and tracking, formats, secure storage and access 6. In conjunction with other staff members, provide tailored digital preservation (and associated strategy and systems) awareness and training opportunities to relevant staff 7. Act as the University's key liaison with relevant national and international data organizations 8. Maintain close engagement with related scholarly communications issues including open access, open data and open science policies and procedures. 9. Any other duties appropriate to the grading of the post <p>It is not expected that the post holder will be fully competent in all areas from day one: we are looking for potential as much as for existing competence, and we expect that the post holder may develop the post in distinctive ways that suit their areas of interest and expertise, together with assisting in the delivery of the University and Library's strategic plan.</p>	