

Job Description



1. Job Details:

Job Title:	Digital Preservation Specialist	Reports to:	Head, Research Data Curation
-------------------	---------------------------------	--------------------	------------------------------

2. Job Purpose:

Manage, preserve, and archive digitized, born-digital, and Web content, and develop a Trusted Digital Repository (TDR).

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:	n/a				
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	0

4. Key Result Areas:

KEY RESULT AREAS

- Research, develop, document, and implement a digital preservation program
- Review existing Library practices and analyze needs; recommend policies & best practices for long-term preservation and access to digital materials
- Plan projects and advise on equipment, metadata, standards, formats, and specifications for vendor services
- Coordinate digital policies with Library departments that have analog, digitized and born-digital collection material, including commercially-produced e-resources
- Undertake curatorial actions to ensure discovery of and access to digital content throughout its lifecycle, file format migration, and distributed digital preservation
- Support research data and web archiving activities
- Develop and maintain a disaster recovery policy for digital materials in coordination with QNL departments
- Educate Library staff on the essentials of the Library Digital Preservation Program
- Keep abreast of developments, trends and issues in areas of responsibility
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements. Regularly-scheduled evening and weekend work may be required.

6. Communications and Working Relationships:

- Supervisor – frequent contact to define priorities and review work progress
- Library IT staff – frequent contact to collaborate on IT projects
- Head of Archives and Head of Preservation & Conservation – frequent contact on conservation and preservation issues
- Other QNL teams – regular contact for information exchange and problem solving
- End users – occasional contact to train on digital preservation issues and resolve technical problems

7. Problem Solving & Complexity:

Digital Preservation Specialist

- Evaluates different options when solving problems
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in Library and Information Science, Computer Science or other relevant field; Master's preferred
- 2-5 years of experience in library digitization and digital preservation work (expertise in standards, techniques and technologies, including digital object metadata)
- Experience in XML schemas and METS and PREMIS preservation metadata standards
- Knowledge and understanding of the fundamental concepts and frameworks of the Open Archival Information System (OAIS) reference model, trusted digital repositories, and the digital curation lifecycle
- Familiar with digital preservation repository systems (Islandora, Preservica, Fedora) and systems used for archive information management workflows, e.g., Archivematica
- Knowledge of Open Source Initiatives and Web archiving practices, techniques, and tools
- Familiar with strategies for building digital collections, including the use of forensic tools
- Eager to learn new technologies, file formats and IT standards
- Aware of legal copyright, data protection and information re-use concepts
- Tidy and well-organized approach to work
- Ability to work methodically and accurately without close supervision
- Good communication and interpersonal skills with a cooperative and flexible attitude
- Excellent writing skills with the ability to draft and edit a variety of written reports and communications and to articulate ideas clearly and concisely; Arabic proficiency is an advantage
- Proficiency in MS Office applications