

**Digitised Services Co-ordinator**

Faculty / Department:	Library and Learning Resources	Grade:	SO1: <i>Salary range</i>
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Reading Resources Manager	Responsible for:	Library Assistant(s)

Job Purpose

This post supports Reading Resources Manager in overseeing the digitisation of accessible and copyright compliant physical content to digital assets and managing the life cycle of digitised assets as part of library collections.

This post operates digitised asset management system (DAM) and related tools for housing and surfacing digital assets for discovery and access.

This post assists and maintains the relationships between assets and taxonomies and metadata schema, and puts in place best practices and processes to ensure effective use of DAM and customer-focused user experience.

This post serves as the subject expert of digitisation and digested asset management, resolves enquiries from service users and stakeholders and co-ordinates related projects.

This post line manages Library Assistant(s).

Main Activities and Responsibilities

1. Manage the life circle of digital assets, including but not limited to images / photography, artwork, videos etc. from selection, to digitisation, asset ingestion, metadata tagging, organising as part of library collections and surfacing via library technologies.
2. Co-ordinate the implementation of metadata standards for digital assets.
3. Ensure legal compliance with copyright legislation at national and international levels.
4. Develop and maintain policies and procedures and advocate best practice.
5. Monitor and report on service demand trends to inform continuous service improvement
6. Develop information and tools to publicise digitised services to service users.
7. Implement and manage specialist equipment, software and tools to ensure that they are well maintained, fit-for-purpose and cost efficient.
8. Co-ordinate the delivery of projects relating to access and discovery of library collections.
9. Be responsible for staff line management, overseeing their training, setting objectives and assessing performance as part of the annual appraisal process.
10. Maintain effective relationships with suppliers, other University departments such as IT, Procurement and Finance.
11. Maintain and develop knowledge of own subject fields. Monitor innovations and trends to contribute towards L&LR service development.

Person Specification

Essential Criteria	Application Form / Support Statement / Interview
1. A good general standard of education, at least GCSE or equivalent.	Application Form / Support Statement /
2. Experience of delivering digitisation service.	Application Form / Support Statement / Interview
3. Experience of implementing and/or managing DAM or institutional repositories.	Application Form / Support Statement / Interview
4. Knowledge of industry standards for digitised asset management.	Application Form / Support Statement / Interview
5. Experience of applying current metadata schemas to digital assets, including but not limited to text, image, video, audio, for access and dissemination via the web.	Application Form / Support Statement / Interview
6. Demonstrated knowledge of data protection, freedom of information, accessibility requirements and other legislative issues that impact on library and University activities, and scholarly communication.	Application Form / Support Statement / Interview
7. Systematic and method approach to problem solving.	Application Form / Support Statement / Interview
8. Ability to work on own initiative and in a team environment.	Application Form / Support Statement / Interview
9. Ability to interpret, assimilate and communicate complex ideas to a range of internal and external stakeholders.	Application Form / Support Statement / Interview
10. Experience of line management, including recruitment, team development and performance assessment.	Application Form / Support Statement / Interview
11. Ability to establish and maintain effective working relationships with library staff, University departments and other service stakeholders.	Application Form / Support Statement / Interview
12. Proactive and positive attitude to service delivery and continuous service improvement.	Application Form / Support Statement / Interview
Desirable Criteria	
13. Experience of working with library technologies in higher education libraries, including library management system, resource management system, digital content storage service etc.	Application Form / Support Statement / Interview
14. Experience of project working, either in a project manager role or as a member of a project team.	Application Form / Support Statement / Interview

15. Knowledge of digital preservation.

Application Form /
Support Statement /
Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.