Digital Curation Technical Specialist

POSITION NUMBER 0022063

PROFESSIONAL CLASSIFICATION UOM 7 - $96,002 - $103,921 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full Time (1 FTE)

BASIS OF EMPLOYMENT Continuing

HOW TO APPLY Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

CONTACT FOR ENQUIRIES ONLY

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers
THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services
STUDENT AND SCHOLARLY SERVICES

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

Scholarly Services provides research support and deep professional expertise in a number of key areas. Scholarly Services is comprised of two key portfolios: Research and Collection Stewardship and Teaching and Learning Innovation. It operates within Student and Scholarly Services as part of the Chief Operating Officer Portfolio.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence.

ABOUT THE ROLE

Position Purpose:

The Digital Curation Technical Specialist will be a highly flexible, collaborative, and innovative individual, committed to collaboratively establishing, maintaining, and improving the University’s digital stewardship capabilities across a range of digital program initiatives.

Based within the Digital Stewardship (Research) (DSR) team in Scholarly Services, the Digital Curation Technical Specialist will join a small and dedicated team responsible for establishing and delivering sustainable, continuously improving digital services. The DSR team leads several digital program initiatives including digital preservation, stewardship and open data publication, contributes to research data management capability development and works broadly with many key stakeholders across the
library, archives, records, and IT infrastructure teams. DSR has responsibility for institutional repositories of published research data and other digital research outputs (complementing the institutional publication repository), and digital preservation assets including research theses, significant cultural and historical collections and archives.

The Digital Curation Technical Specialist will join and contribute to collaborative work underway to implement digital preservation systems and services. The role will also assist with broader digital repository capability and technical development, to aid in the DSR team’s goal to share and encourage mature digital stewardship understanding and practice for the University community.

Reporting line: Digital Curation and Archives Specialist
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: none

**Key Dimensions and Responsibilities:**
Task level: Significant
Organisational knowledge: Moderate
Judgement: Significant
Operational context: *

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at [http://safety.unimelb.edu.au/topics/responsibilities/](http://safety.unimelb.edu.au/topics/responsibilities/).

Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**
- The long-term digital stewardship of valuable digital assets managed by the Digital Stewardship (Research) team, including the institution's digital preservation assets and published research data.
- Supporting the Program Manager, Digital Preservation as a key member of the distributed Digital Preservation Program team to identify, setup, test and document repository activities, procedures, and workflows to ensure current and ongoing management of and access to digital preservation assets, including:
  - Managing ingest and ongoing management processes for preservation assets (e.g. integrity checking, reporting, file format identification processes, communication with key
contributing producers of digital assets for issue monitoring and resolution, maintaining repository security, and iterative development of custom indexing and user interface setup)

- Aiding collaborative work to develop and implement digital preservation planning and technology watch processes and procedures
- Liaison with information technology support for management, upgrades, and changes to the preservation system and infrastructure
- Participating in a range of professional networks to keep up to date with developments, to evaluate trends, and to monitor and investigate new technologies

- Supporting the Digital Stewardship (Research) team responsibilities in digital stewardship and related repositories by undertaking operational duties, support activities, quality monitoring, and the training of staff. The incumbent will be expected to advise on and undertake investigative, improvement, development and project-based activities to advance capability, practice and systems for the management, curation and also preservation of high-value digital assets and related repositories

- Aiding, as part of Scholarly Service, in the communication and outreach to staff and students to increase understanding of practice in stewardship and preservation, the stewardship services provided, and how digital assets can be accessed and leveraged

**Selection Criteria:**

**Education/Qualifications**

The appointee will have:

1. A degree in information management, other relevant discipline or training, or experience in digital curation, digital archiving, and digital preservation technology, theory and practice.

**Knowledge and skills:**

2. An understanding of long-term digital stewardship principles, and the skills and practices that maintain digital assets over time
3. Knowledge of and experience with developing and implementing procedures and workflows for digital curation, digital archiving, and digital preservation techniques, technologies, and standards, including knowledge of sustainable file formats, metadata, and quality control
4. Demonstrated experience in working with digital data, metadata, systems and API’s within a repository or data system context. Working knowledge of scripting or programming, and familiarity with JSON, XML, REST and web development.
5. Demonstrated ability to apply technical expertise, workflows and tools to establish or improve the administration and robustness of operational digital systems.
6. Demonstrated ability to work independently, to take initiative to solve challenges, and to collaborate as part of a team with a diverse range of skills and duties
7. Ability to organise, prioritise, and manage multiple tasks and partners to achieve successful outcomes

Desirable Criteria:
1. Familiarity with IT service management concepts, terminology, processes, and practices to enable good communication with technology professionals, vendors and related business services

Special Requirements:
Employment in this position is conditional upon receipt and maintenance of a Working with Children Check