POSITION DESCRIPTION

Program Manager, Digital Preservation

POSITION NUMBER	0045620
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 8 - $119,752 - $129,607 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Walid Abdullatif Email: hr-careers@unimelb.edu.au *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

ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

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 functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- 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 Advancing Melbourne strategy that addresses 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 and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

The Program Manager, Digital Preservation will lead the University's digital preservation program, including the delivery and continuous improvement of the digital preservation service. The incumbent will be responsible for developing business cases and planning future work, identifying and appraising material for preservation, coordinating the development of workflows and system integrations, and supporting strategy and governance for long-term management and preservation of digital assets.

The Program Manager, Digital Preservation is a highly flexible, collaborative, and innovative individual, committed to operationalising, evaluating, maintaining and improving the University of Melbourne's digital preservation capabilities. The incumbent will ensure the continued integration of digital preservation into University operational capabilities, including records management, research data management and digital collections. They will develop and build relationships with owners and managers of digital materials, and provide strong advocacy for digital preservation at the University of Melbourne.

The role is part of the Digital Stewardship Research (DSR) team who lead several digital program initiatives including stewardship and open data publication, contributes to research data management capability development and digital preservation. DSR has responsibility for institutional repositories of published research data and other digital research outputs, and providing leadership in digital preservation strategy and implementation with oversight of the University enterprise digital preservation platform (Preservica) which manages the preservation of digital assets across all information domains. The team works collaboratively with many key stakeholders across library, archives, records, research computing, research data management and IT infrastructure teams.

Reporting line: Manager, Digital Stewardship (Research)
No. of direct reports: 1
No. of indirect reports: 0
Direct budget accountability: none

Key Dimensions and Responsibilities:
Task level: Extensive
Organisational knowledge: Extensive
Judgement: Significant
Operational context: Working within Scholarly Services but supporting activities across the University
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/.

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

Core Accountabilities:

- Deliver and continuously evaluate a high-quality service for the effective preservation of the University's digital assets of enduring value
- Lead the planning and implementation of ingests of digital assets into the digital preservation repository, including identification and appraisal of material to be preserved, coordinating system integration work and the development of workflows where required.
- Communicate, collaborate with, advise and support academic and professional staff across the University to contribute to their understanding of, and engagement with, good practice in the long-term stewardship of research data and digital assets.
- Lead collaborative processes to ensure regular review and ongoing improvement of digital assets management, preservation processes, repository and preservation standards and good practices, including identifying and implementing new methods and technologies.
- Contribute to programs to train and up-skill academics, graduate researchers, professional staff and other members of the University community, in the long-term management and preservation of digital assets.
- Serve as liaison and deep professional to the University community for digital preservation projects and initiatives related to digital collections and data.
- Represent the University in matters concerning digital preservation at local, national and international levels.

Selection Criteria:

Education/Qualifications

1. The appointee will have: qualifications in information management, information technology, or relevant discipline with subsequent experience in digital preservation technology, theory and practice, or an equivalent combination of relevant experience and education/training.

Knowledge and skills:

2. Demonstrated wide range of practical experience with digital preservation workflows and processes (particularly in relation to digital collections in libraries, museums, archives or special collections).

3. Demonstrated experience with digital preservation and professional standards – including Dublin Core, EAD, METS, MIX, MODS, PREMIS.
4. Knowledge of and experience with principles, policies and codes for digital asset management, digital preservation and archiving.
5. High-level interpersonal and leadership skills, including the ability to liaise effectively with a diverse range of highly skilled teams and stakeholders on both technical and non-technical matters
6. Ability to initiate and establish good working relationships with academic staff and other key stakeholders with a strong client-focus.
7. 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.

Desirable Skills:

8. Current knowledge of the Australian Higher Education landscape and understanding of research environment in a University.
9. Familiarity with IT service management concepts, terminology, processes, and practices to enable good communication with technology professionals, vendors and related business services.

Other job related information:

- This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.