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| **Position Description** |

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| **Library Digital Asset Coordinator** | |
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| **Position No:** | NEW |
| **Business Unit:** | DVC (Education) |
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| **Division:** | Library |
| **Department:**  **Classification Level:** | Library LTU  HE06 |
| **Employment Type:** | Full-Time, Fixed-Term |
| **Campus Location:** | Bendigo/Melbourne (Bundoora) |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**Position Context/Purpose**

The La Trobe University Library encompasses some significant special collections including the Bendigo Sandhurst Collection, which originates in 1854 at the Sandhurst Mechanics’ Institute and Free Library. During this time there has been little opportunity for the Bendigo and University community to gain access to this Bendigo treasure. Even though the collection is now appropriately housed, due to its vulnerability and age it is still not possible for it to be freely accessible on open shelves.

A project is underway to digitise the Sandhurst Collection. Digitisation of cultural and special collections is one of the most effective ways to ensure special collections are used by students, researchers, and the community. Digitising the Sandhurst Collection will enable easier discovery and access to the collection for the Bendigo and wider community as well as providing access to the collection for online learning, digital humanities projects and research.

The Digital Asset Coordinator will be responsible for applying specialist knowledge in administering, sustaining and integration of the Library’s Sandhurst Collection digital assets and digital asset systems whilst ensuring longevity and consistency across all Library digital assets and systems.

As the Sandhurst collection is based in Bendigo, there will be an expectation that the incumbent will travel to Bendigo on a regular basis if not based in Bendigo.

**Duties at this level will include:**

* Develop innovative solutions and take responsibility for outcomes, in the design, development and testing of digital asset management systems, equipment and procedures within the University context.
* Implement standards and systems in relation to digital collection material to ensure they are rendered, preserved, accessible and authentic. Undertake planning involving resources use and develop proposals for resource allocation.
* Investigate, interpret and evaluate information ensuring the alignment to existing regulations, policies or procedures.
* Advise on the analysis and interpretation of data, identify trends and test solutions, source additional related information where appropriate, and report on progress to support the resolution of issues/problems.
* In collaboration with the Project Coordinator, oversee and coordinate technical implementation of the Digital Asset Management System (DAMS) ensuring connectivity and alignment of DAMS software with Library content management systems and resolution of technical issues.
* Provide advice and information to stakeholders on digital preservation, emerging digitisation trends and best practice to support the Library’s digitisation program.
* Train and supervise digitisers ensuring quality control of digitised output (including metadata capture and ingestion of files) into the DAMS. Digitise content where needed
* Develop image management processes and web delivery.
* Customisation of DAMS, the digital portal and the front-end interface required for accessing digitised output.
* Role modelling the La Trobe values and Cultural Qualities, holding themselves and others accountable for demonstrating targeted behaviours.
* Participate in a range of professional networks to keep up to date with developments in the digital preservation field and appraise relevant trends to contribute to shaping and implementing the Library’s Digitisation Strategy.

**Essential Criteria**

**Skills and knowledge required for the position**

* Degree in a related discipline with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience, leading to either the development of specialist expertise or to the development of broad knowledge in an administrative field, or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
* Demonstrated ability to innovate, set priorities and monitor workflows within own area of responsibility.
* Experience with digital asset management systems and technical services delivery including use of complex equipment and software.
* Experience with database management.
* Sound analytical and technical skills and a demonstrated capacity to apply effective technical methods, processes and systems.
* Ability to develop basic operating procedures and provide oversight, guidance and training in relation to technical processes and use of specialised equipment.
* Demonstrated organisation, problem solving and negotiation skills, with an ability to coordinate several different streams of work concurrently and take a proactive role in applying proven techniques to solve problems affecting the division.
* Excellent written and oral communication and interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams and ability to develop excellent working relationships with colleagues, students and other stakeholders.
* Experience and understanding of Library operations.

**Capabilities required to be successful in the position**

* Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
* Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
* Ability to implement improvements to local processes.
* Ability to build a culture of continuous improvement, implementing ideas generated by team members.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**

Text, letter

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For Human Resource Use Only

Initials: Date: