# Job Description

# This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post-holder.

**Job title:** Digital Library Developer

**Department/Division:** Library **Accountable to:** Head of Digital Scholarship & Innovation Group

|  |
| --- |
| **Job Summary**To lead on the technical development of LSE’s Digital Library <http://digital.library.lse.ac.uk> and associated services such as Charles Booth’s London <https://booth.lse.ac.uk/>, by developing digital library content, infrastructure and workflows.  The post-holder will be responsible for the implementation and enhancement of tools and technologies for public web applications, user web interfaces, collection management, digital object storage and preservation, and technical workflows (the “full stack”). The Digital Library is currently based on the [Samvera](http://samvera.org/) repository framework, using Ruby on Rails for its web application.  The developer’s work will focus on:* Developing the Library’s storage and preservation infrastructure for collections
* Reviewing the systems used for managing and providing access to the digital collections to ensure they are fit for purpose and cost-effective
* Developing and managing the Digital Library’s web interface
* Leading the ongoing program of work to enhance [Charles Booth’s London](https://booth.lse.ac.uk/)

 The Library is also seeking to expand its capacity to support digital scholarship at LSE and the post-holder will play an important role in developing these services, in particular advising on and contributing to projects that require technological expertise. |

|  |
| --- |
| **Duties/Other Responsibilities**  |
| **Specific Responsibilities****Knowledge and Experience*** Develop and maintain knowledge and understanding of front-end development and website management as pertaining to the development and management of the Digital Library’s web presence.
* Develop and maintain knowledge and understanding of software development, including programming and scripting languages, systems architecture and server administration.
* Develop and maintain knowledge and understanding of digital library tools and technologies, including but not limited to those related to digital object ingest, storage and preservation, collection management and user access interfaces. The Digital Library currently utilises [Fedora](http://fedorarepository.org/) as its underlying repository software, with [Hydra](http://projecthydra.org/) as its middleware.
* Contribute to the ongoing Digital Library review, and be the technology lead in the project to implement a new Digital Assets Management system.
* Act as a source of technical expertise within the Digital Library team, contributing to development work, and adapting and developing software to support all aspects of the Digital Library’s infrastructure.
	+ Take an active interest in developments in tools which could be applicable within the Digital Library’s infrastructure. This will involve participating in national and international technical groups concerned with developing these tools.

**Communication*** Ensure full and accurate systems and software documentation, and recording of architecture and workflow diagrams.
* Contribute to the creation of local user documentation and guides.
* Explain technical concepts and considerations to colleagues in the Digital Library team who have complementary knowledge and expertise to that of the post-holder.

**Teamwork and Motivation** * Take an active part in the work of the Digital Library team, and the Library as a whole, ensuring that work, advice and support is contributed appropriately as a team member.
	+ Work with colleagues from across the Library to develop an understanding of the Digital Library’s requirements and the development of software solutions.

**Service Delivery*** As part of the Digital Library team, contribute to development roadmaps and strategic planning to ensure that future enhancements to the Digital Library are in line with service and user requirements.
* Ensure that the digital library infrastructure is technically robust and able to meet minimum service levels.

**Initiative and Problem Solving** * With the support of the Digital Library Manager and colleagues in the Digital Library team, use initiative to produce creative solutions to infrastructure and workflow requirements.

**Liaison and Networking*** Assist the Digital Library Manager in liaising with specialists across the Library to ensure that knowledge, skills and input required for successful delivery of Digital Library services is coordinated effectively.
* Participate in appropriate national and international groups, such as open source software communities, including communities with which the Library is already involved through its adoption of open source technologies for the Digital Library.

**Planning and Organisation*** Contribute technical knowledge to assist the Digital Library Manager to plan future Digital Library developments.
* Take part in a range of Digital Library development projects as a member of the team and a work package leader.

**General Responsibilities** * To undertake other duties in support of the work of the Library as may be required by the Director of the Library from time to time.
 |
| **Note**The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance. |
| **Flexibility**To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |
| **Equality and Diversity**To uphold the School’s commitment to equality of respect and opportunity, as set out in the [Ethics Code](http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/ethCod.pdf), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](http://www.lse.ac.uk/intranet/LSEServices/equityDiversityInclusion/ediPolicyStatement.aspx). |
| **Environmental Sustainability**The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy. |