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 postholder.

Job title: Digital Assets Manager

Department/Division: Library, Digital Scholarship & Innovation Group
Accountable to: Digital Library Manager

Background
One of three Groups within the Library, the role of the Digital Scholarship and Innovation Group (DSIG) is to increase the Library's knowledge and understanding of our users and, with them, to explore new ways in which the Library can support their research, learning and teaching. The Group is made up of three teams: Service Assessment and Development, Research Support Services and the Digital Library.

The Digital Library team, comprising 5 members of staff, provides two specialist services:
- The Digital Library, a service that collects, preserves and makes available online a wide range of digitised material from the Library's collections.
- Web editorship services for the Library, involving updating and improving the Library's website to better reflect the Library's services and to describe its collections.

The team also provides advice on a range of technical and technological matters to colleagues inside and outside the Library, on subjects including: collection digitisation; web development and use of web technologies; reuse of digital collections for research.

Job Summary
The Library has a variety of digital collections in a variety of media and held in a variety of locations. These collections include images, scholarly research in textual form, AV material and a range of other item types and formats. The Library has plans to continue to digitise its collections over the next five years and further into the future. There is therefore a need for an information professional to assess and manage the Library's digital assets.

The Library is implementing a Digital Asset Management System (DAMS). This system, Arkivum's Perpetua, will assist with the tasks mentioned above, but will require set-up and configuration and populating with content, followed by management and administration when it is installed. The post-holder will manage these processes and advise colleagues in other teams about this work. In addition, the post will have a role in overseeing and advising on metadata for the Digital Library & Charles Booth's London.

The post is based in DSIG but will work closely with colleagues across the Library. In particular the post holder will work with colleagues in the Collections & Discovery Group, specifically the Metadata Services and Collection Management teams. There will also be collaboration with the Archives and Special Collections team to assist with identifying unique and distinctive digital collections and to manage these collections into the DAMS and other locations.

Duties and Responsibilities

Specific Responsibilities

Knowledge and Experience

- Act as manager and expert user for the DAMS, and advise colleagues on best practice for its use.

- Be a source of knowledge and expertise for Library colleagues as to the location and status of digital collections, and manage those collections according to industry standards on digital preservation.

- Create and manipulate metadata and metadata schemas for digital objects. Implement appropriate error control measures to ensure that this metadata meets the required standards and quality criteria. Analyse ways in which metadata can be converted from one schema to another, and put that into practice as service needs require.

- Oversee the continuous auditing of the Library's digital collections and update the Collection Register to ensure the good management of these assets.

- Create workflows to transfer new digitised and born-digital collections to the Library's storage infrastructure and log details in the Collections Register. Oversee and analyse these workflows to ensure their effectiveness.

- Maintain current awareness in the fields of digital preservation, digital archiving and the use of Perpetua and its components, and apply these findings in practice.

Communication

- Train colleagues in the use of the DAMS and on associated technologies and workflows.

- Manage the relationship with supplier of DAMS, ensuring Library requirements are met and that system developments reflect ongoing or new areas of Library need.

- Document and communicate DAMS operational practice to relevant colleagues from inside and outside the Library. Extend the use of the system to other areas of the School as need arises and provide a source of expertise for the system's use to those colleagues.

Teamwork and Motivation

- Work with colleagues in the Digital Library team and other Library teams (notably the Metadata and Archives & Special Collections teams) to identify dependencies and agree work priorities around collection storage and digital preservation.

- Line manage individual members of the Digital Library team, managing their performance and supporting their individual training and development needs. Take responsibility for timely completion of their work, and advise the team manager on priorities.

- Provide support to colleagues with requirements for collections storage. Work with those colleagues to

- Liaise with colleagues in the School's Information Management division to ensure good practice with systems and services.

Service Delivery

- With colleagues across the Library, lead on the implementation of the DAMS and the subsequent programme of work on this system.

- Ensure that the ongoing programme of DAMS work is delivered to agreed deadlines or project

schedules.

Initiative and Problem Solving

- Analyse and advise upon metadata flows and systems integrations between the DAMS and other systems.

- Assess the intellectual property status of the Library's digital collections, to maximise their future potential for sharing and re-use.

- Analyse and advise upon the appropriate generation and use of metadata for the DAMS and other Digital Library systems.

Liaison and Networking

- Participate in local and national professional networks to share best practice and monitor new developments in digital preservation. Actively participate in Perpetua's and Archivematica's user groups to develop knowledge of those systems, and make recommendations for its future development.

- Proactively share knowledge on digital preservation and DAMS usage with colleagues within the Library and advise on trends and developments in these areas.

- Build collaborative links with colleagues within the School (e.g. with the Information Management and Technology division) and disseminate knowledge and understanding of the DAMS and digital preservation generally.

Planning and Organisation

- With the Digital Library Manager, plan the population of the DAMS with digital content and its ongoing development as a service.

- With the Digital Library Manager, oversee the planning and management of digitisation projects with third party suppliers.

- Take part in a range of Digital Library projects as a team member and as a project lead, as needs arise.

General Responsibilities
- Contribute to the operation of public service points (the Service Counter) as required.
- Act as the senior member of Library staff in charge, at weekends and evenings.
- Take operational responsibility for staff on duty and all Library services being offered to users.
- Take an active part in special projects within the Group, and across the Library, as required.
- 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.
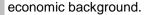
Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and

economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

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.