



## 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:** Metadata Analyst

**Department/Division:** Library, Digital Scholarship & Innovation Group

**Accountable to:** Metadata Manager

### Job Summary

One of two Groups within the Library, the role of the Digital Scholarship and Innovation Group (DSIG) is to develop our digital services and explore ways in which the Library can support research, learning and teaching in new ways in a digital environment. The Group is made up of six teams (Collections Management, Digital Library, Metadata, Online Systems and Services, Operations and Development, and Research Support) which work closely with each other and with colleagues across the Library.

The Metadata team consists of six staff who manage metadata for a range of Library collections and for LSE's research outputs using various systems. The team also supports discoverability of LSE content, both within the Library's own search systems and in third-party discovery systems, and is exploring the creation of Linked Data to support research, learning and teaching in a changing scholarly landscape.

This role is responsible for providing computational access to collections metadata to facilitate next generation discovery of Library collections and institutional research outputs for the local community and the wider world. This includes data analysis, making collections metadata accessible via both machine and human readable formats, creative re-use of data, drawing on linked data to expose connections, enabling users to access data, and experimenting with new technologies. Sharing knowledge and expertise forms a significant part of the role, including provision of training for Metadata colleagues and contributing to skills development through the Library's Data Shapers Community of Practice. This role also takes responsibility for developing 'expert user' knowledge of the systems used to manage research metadata.

In addition to their specific responsibilities, Library staff are encouraged to support the Library's wider services to students, researchers, academics and members of the public by taking part in special projects or working groups.



## Duties and Responsibilities

- Analyse collections metadata to expose patterns and features within the metadata and develop machine learning methods to draw out meaning.
- Support next generation discovery by providing computational access to metadata for print and digital collections. Make open data collections available in both machine and human readable formats, including via APIs.
- Creatively re-use collections data to support alternative access via visualisations and datasets.
- Employ linked data and other data-enrichment techniques to expose new connections both within LSE's broad collections and with externally held data.
- Support discovery via external portals, such as search engines, social media and Wikimedia. Employ Knowledge Graph models, SEO and SMO markup, and export/harvesting of data as appropriate. Measure the reach and impact of engagement.
- Provide tools and training material to enable users to access data in computational formats. Highlight newly accessible data to promote digital scholarship within the University. Study the way in which openly released data is used beyond the Library and work responsively to develop and implement access to new metadata collections in a timely manner.
- Develop and maintain knowledge of current standards, tools and supporting technologies, such as RDF, XML, MARCXML, JSON, SQL, XSLT, Python, Pandas, Jupyter notebooks, OpenRefine, IIIF, Visual Studio Code, SPARQL, Github. Advise the metadata manager on trends and developments and support the transition to new tools and standards as required.
- Develop 'expert user' knowledge of the systems used to manage research metadata, currently Pure and Eprints. Take responsibility for exploiting system functionality to create/import, manipulate and move research data via automated bulk processes. Extract metadata to support projects, manipulate it into formatted reports and provide analysis for colleagues. Take responsibility for supporting and streamlining processes, troubleshooting, monitoring system updates, and reviewing/implementing new functionality.
- Ensure that intellectual property rights associated with metadata have been checked and managed appropriately and ensure that rights information is recorded. Ensure that LSE-created metadata carries appropriate rights for re-use, usually releasing it with as open a license as possible.
- Liaise within the Metadata, Digital Library and Archives teams to manage metadata quality and ensure it is fit for purpose before releasing for computational access. Implement appropriate error control procedures and identify and manage essential improvements to support discovery.
- Seek opportunities to develop collaborative partnerships in the School, the sector and with relevant external bodies. Bid for funding where appropriate and administer project budgets ensuring that procedures are compliant with School financial regulations.
- Take a lead role in the Library's Data Shapers Community of Practice, sharing knowledge and expertise to support colleagues. Identify ways in which Metadata Library Assistants can work on collections as data projects and provide the necessary training and documentation to support this.
- Contribute to operational planning within the Metadata team. Working with the team manager, develop management information reporting to support decision-making. Ensure the required data is collected, and that data is accurate and up to date.
- Manage specific projects and service development initiatives as assigned by the team manager, including managing any associated project budgets. Participate in other project teams and cross-Library working groups as required.
- Participate in local and national professional networks to share best practice, monitor new developments, and experiment with new technologies.
- Undertake other duties in support of the work of the Library as required, particularly as services develop and change.



### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies 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.