



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

Job Summary

The role of the Digital Scholarship & 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 comprises the following teams: Digital Library, Collection Management, Metadata, Research Support, LSE Press, Online Services and Systems, and Library Operations and Development.

The Digital Library team, comprising five members of staff, provides two specialist services:

- The Digital Library, a service that creates, manages, 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; and reuse of digital collections for research.

The Library has a wide range of collections in a variety of media held in multiple locations. These collections include images, scholarly research in textual form, audio-visual material and a range of other item types and formats. With the installation of an on-premises digitisation suite the Library has ambitious plans to digitise its collections. This role focuses on the management of digitised collections, from their preparation through to making them available online, working closely with the Collections Management team to ensure effective and efficient processes for managing the digital assets.

The post-holder is responsible for the day-to-day management and administration of the Library's Digital Asset Management System (DAMS), currently Arkivum's Perpetua, coordinating the ingest of digital assets and metadata, as well as service development and troubleshooting. The post-holder is also responsible for line management of the Digital Library Assistant.

The post holder is based in DSIG and works closely with colleagues in the Metadata and Collection Management teams. The post-holder also works closely with the Archives and Special Collections team to assist as an adviser on the technical aspects of acquiring, managing and disseminating born-digital collections, particularly in the use of our DAMS.



Duties and Responsibilities

Knowledge and Experience

- Act as manager and expert user for the Digital Asset Management System (DAMS) and advise colleagues on best practice for its use.
- Act as an expert on digitisation specifications and coordination of digitisation projects, liaising with colleagues and third-party suppliers.
- Be a source of knowledge and expertise for Library colleagues as to the location and status of digital collections.
- In collaboration with Digital Library, Collection Management and Archives & Special Collections colleagues create and maintain workflows to package digital collections and upload to the Library's DAMS.
- Create and maintain methods to transform metadata from other cataloguing systems.
- Maintain current awareness in the fields of digital preservation, digital archiving and the use of the Digital Asset Management System and its components and apply these findings in practice.

Communication

- With the Digital Library Manager, manage the relationship with the supplier of the DAMS, ensuring Library requirements are met and that system developments reflect ongoing or new areas of Library need.
- Communicate effectively with colleagues and third-party suppliers involved in any digitisation project to ensure smooth running of projects.
- In collaboration with the Digital Library Developer and Collections Management, document, instruct and supervise other staff in carrying out in-house developed workflows.
- Write and update guides, training materials, and reports, as required for the appropriate audience.
- Support colleagues in publicising digital collections available in the Digital Library.

Teamwork and Motivation

- Collaborate with Digital Library colleagues and other Library teams (notably the Metadata, Collection Management and Archives & Special Collections teams) to identify dependencies and agree work priorities around collection storage, digitisation, and digital preservation.
- Collaborate with colleagues who are involved in digital curation to establish operational models to plan and deliver them.
- Line manage the Digital Library Assistant who assists in the preparation and ingest of digital assets and metadata, managing their performance and supporting their individual training and development needs. Take responsibility for timely completion of their work and advise the Digital Library Manager on priorities.
- Liaise with colleagues in the School's Data and Technology Services division to ensure good practice with systems and services.

Service Delivery

- Ensure that the DAMS is running adequately by liaising with suppliers when issues arise.
- Ensure that the ongoing programme of DAMS service development and collection ingest is delivered to agreed deadlines or project requirements.
- Ensure that digitisation projects are completed to agreed deadlines and high standards.

Initiative and Problem Solving

- Troubleshooting problems with collection ingest through DAMS.
- Analyse and advise upon digital collection structures and ingest collections into the DAMS.



- Create digitisation specifications framework ensuring that they are adequate for different types of digitisation projects.
- Collaborate with Library colleagues on procedures for establishing copyright and IP of digital collections.
- Seek efficient solutions and liaise with Library staff to better manage the Library's digital assets for their current and internal use, involving the Digital Library Manager where wider decisions or consideration is required.

Liaison and Networking

- Participate in local and national professional networks to share best practice and monitor new developments in digital preservation and development of Digital Asset Management Systems.
- Proactively share knowledge on digital preservation and DAMS usage with Library colleagues and advise on trends and developments in these areas.

Planning and Organisation

- In consultation with other Library teams create and coordinate the ingest programme for the DAMS.
- In consultation with the Digital Library Manager, coordinate the activities involved in planning and delivering the creation of digital collections.
- Take responsibility for organising documentation in relevant shared drives, the Digital Asset Register, and other directories and files required, in line with good practice in digital asset management and digital preservation.
- Take part in a range of Digital Library projects as a team member and as a project lead, as required.

General Responsibilities

- To act as Duty Officer in the absence of the Library Director, as requested.
- To take an active part in special projects within the Digital Scholarship & Innovation Group, and across the Library, as required.
- To undertake other duties in support of the work of the Library, as may be required by the Director of Library services 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 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](#)



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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.

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