JOB PROFILE

SECTION 1

Job title:	**Digital Curator**
Post number:	
Grade:	A
Role group:	Leading Expert/Manager
Directorate:	Collections
Department:	Digital Scholarship
Reports to:	Head of Digital Research (SB4)
Location:	St Pancras
Date:	2 October 2014 (version 1.0)

SECTION 2

Job purpose:
To contribute to the development and implementation of the Library's Digital Scholarship Strategy.
To support curators and other professionals in: Asian and African/European/Western Heritage/Contemporary British Collections.
To work with a matrix reporting line to the Head of Asian and African/European/ Western Heritage/Contemporary British Collections to support development of digital curation across Collections.
To be a catalyst in the implementation and integration of digital collections and digital tools into curatorial functions, whether project based or business as usual.
To lead innovative digital projects, working closely with curators in discipline areas.
To train and advise staff throughout the Library in digital scholarship.

Key areas of responsibility
- To work with a matrix reporting line to the Head of Asian and African/European/ Western Heritage/Contemporary British Collections to support development of digital curation across Collections.
- To lead on and leverage developments in digital scholarship and the demand from curators and scholars for new ways of researching which can exploit digital content
- To create partnerships, internal and external, which can support the Library's strategic objectives in acquiring digital content, or exploiting the collection in digital ways
- To develop models of digital scholarship and implement them across the Library's collections
- To encourage, support and assist curators in Asian and African/European/ Western Historical/Contemporary British Collections to realise their vision of

integrating a variety of formats into a seamless research experience or of digitising particular parts of the Library's collections
- To lead on and contribute to the delivery of major projects requiring deep knowledge of digital scholarship
- To train staff throughout the Library in the opportunities for and practices of digital scholarship.

Resources managed
- Curators, support staff, and project budgets [will vary]

Main tasks
Content development and collection management
- To contribute to implementing the annual Digital Scholarship Action Plan
- To research and scan Higher Education policy and practices relevant to Digital Scholarship
- To identify digital scholarship opportunities that the Library should pursue to support the researcher, and disseminate to colleagues information about new methodologies and technologies emerging
- To develop in collaboration with Library curators partnerships with research groups in the UK or overseas to ensure a mutually beneficial relationship in developing joint projects or sharing expertise which can support the researcher
- To examine trends in digital publishing in order to support curators in their content development decisions
- To identify in collaboration with external researchers, partners, curators and other stakeholders ways in which to exploit the collection in digital terms, both through digitisation and integration of formats, which can expand understanding of the collection
- To actively support curators by examining with them how to realise their vision of digital scholarship.
- To train and advise curators and other staff in all aspects of digital scholarship, especially digital scholarship methods
- To work with curators in Asian and African/European/ Western Historical/Contemporary British Collections to develop and implement business as usual working models relating to digital collections or tools
- To work with curators in Asian and African/European/ Western Historical/Contemporary British Collections to develop and implement projects relating to digital collections or tools
- To develop business plans and proposals for major digital scholarship projects
- To manage major digital scholarship projects

Resources management
- To manage project-based staff as required and work within budget on a project-by-project basis
- To resolve queries in regular meetings with DFM representatives
- To review Continuous Improvement (CI) opportunities within the department, co-ordinate CI discussions, establish priorities and undertake projects that drive continuous improvement locally and corporately

- To motivate, encourage and manage direct reports, give feedback on performance on a frequent basis, undertake performance Management Review (PMR) reports for self and others on time and filed by end of the appropriate review cycle.
- To review, input to and implement feedback from the regular Staff Surveys undertaken for the directorate
- To review, input to and implement Corporate Social Responsibility (CSR) activities that contribute positively to BL reputation
- To contribute towards directorate Key Performance Indicator activities and directorate performance evaluation.
- To work closely with teams in other divisions, especially Audiences and Operations, to improve connectivity in project work and the realisation of that part of the Library's vision that relates to digital

Personal and professional development
- To maintain contacts in specialist field of studies and keep abreast of new and emerging research trends and methodologies that are relevant to digital scholarship
- To produce personal scholarly contributions through publication, paper-giving at conferences, lectures, etc.
- To participate in the directorate's training and up-skilling programme on a regular basis.

Other
- Expected to demonstrate a willingness to take on a range of tasks and to develop new skills, as appropriate, in own or other departments/directorates to support the delivery of the Library's services as required by line management

Minimum requirements (essential)
- First degree level qualification or equivalent experience, knowledge and skills
- Keen interest in and good understanding of digital scholarship
- Excellent understanding of digital research and practices
- Experience in leading on digital research projects
- Excellent information technology skills with respect to digital research methods and practices
- Project-management skills and experience
- Employment experience in a research library, academic or other appropriate environment
- The ability to work both independently and as part of a team
- The ability to undertake 'internal consulting', advising colleagues on best practice, etc.
- Excellent oral and written communication skills, including the ability to interpret curatorial and technical vocabularies.

Additional requirements (desirable)
- Qualified information professional (Chartered Librarian or equivalent)
- Post-graduate degree in a relevant discipline

- Knowledge and experience in writing research grants and proposals
- Good understanding of the overall content and make-up of the Library's collections

SECTION 3 – BRITISH LIBRARY COMPETENCIES

Role Competencies – STRATEGIC LEADER & LEADING EXPERT/MANAGER

Identify the role competencies which the Job Holder will be required to demonstrate in order to deliver an effective performance in this role.

Tick all the boxes if all competencies are required for effective performance.

At recruitment, consider which competencies need to be tested as part of the essential and desirable requirements.

	✔
Personal and professional impact Is aware of individual and team strengths / blind spots, such as unfamiliarity with technical language. Uses these insights to build effective and productive working relationships. Applies insights knowingly, willingly and intelligently for maximum impact	✔
Leading change Effectively leads change and manages organisational transitions. Manages uncertainty and ambiguity. Remains calm, focused and communicates difficult messages positively and engagingly. Shows adaptability, flexibility and ownership for delivering results	✔
Creativity and innovation Creative and innovative in developing services and products based on the needs of customers, users and different stakeholder groups	✔
Business and commercial acumen Expands the organisation's repertoire of business skills, especially commercial ability and expertise. Is aware of the financial impact and implications of decisions and actions on the part of both self and team	✔
Managing and developing people Leads, manages, motivates and develops individuals and teams. Focuses on managing performance to create a high-performance working culture	✔

Sharing knowledge and learning Works collaboratively across the organisation to generate, capture and share knowledge, information and learning	✔
Influencing and persuading Influences, persuades and promotes the organisation's work internally and externally with a range of stakeholder groups. Responds carefully and credibly to difficult questions, situations and scenarios	✔

Professional Competencies

Digital scholarship: Understands trends in digital scholarship and the opportunities this brings to research	Is able to see digital formats as complementary to analog formats and proactively explores way to research, collect, digitise, and use digital tools to deepen the collection, our understanding of it, and value to the researcher.
New technologies: Has an up-to-date knowledge of new technologies and their application to research	Is able to identify new technologies that might be applied to collections in support of research.
Understanding information sources and research trends: Has an expert knowledge of information sources and research trends and applies knowledge appropriately	Ensures that knowledge and experience of resources and research trends in own specialist field informs discussions on shaping potential projects, etc.
Collection interpretation: Applies own expert knowledge of collections and reference tools to communicate with users at all levels, etc.	Demonstrates an understanding of the curatorial as well as researcher perspective on collections and their interpretation.
Project management: Has strong project management skills and experience	Is able to contribute to persuasive business cases for digital scholarship. Has a good track record of delivering projects using structured project management.