



**Job title:** Digital Content and Systems Co-ordinator

**Reports to:** School Operations Manager

**Department:** Design Archives / School of Humanities and Social Science

**Location:** Grand Parade

**Grade:** 5

**Purpose of the role**

This post has a key responsibility for the Design Archives’ digital collections content and digital preservation work, maintaining and delivering catalogue records and digital assets for staff and public audiences. It is also responsible for systems maintenance and development, in collaboration with contractors and technical colleagues, and for content creation for website and social media channels. The role works closely with all members of the archive team: Archive Leader; Deputy Curator; and Preservation & Digital Resources Co-ordinator

**Line management responsibility for:** N/A

**Main areas of responsibility:**

* Deliver digital content and data for research use, public audiences and other stakeholders through various means, including via Archives Hub, online resources, website and social media, and image supply for the DA enquiry service.
* Act as key data contact with the Archives Hub, preparing and uploading catalogue records for sharing through the Hub interface and local microsite.
* Ensure the availability of Design Archives (DA) systems and digital assets,

including the Filemaker collection database and digital archive server for all DA staff.

* Manage relationships with external contractors or internal collaborators, including Information Services, to provide database and systems support, maintenance and development to these systems and assets.
* Catalogue archive collections to agreed standards and according to the cataloguing plan; review and revise catalogue descriptions, metadata and access points to maintain established quality standards and procedures in data uploaded to the Archives Hub.
* Progress the implementation of the Design Archives digital preservation policy, plan and procedures, in support of archive service accreditation requirements.
* Maintain up to date knowledge of developments in the digital archives field to contribute to evolving Design Archives practice.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR.

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**)

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| **Essential criteria**  |  | **A, I, E** |
| **Knowledge, skills, and abilities**  | * To have or to be in the process of gaining a recognised postgraduate archives qualification (diploma or masters’ level); or equivalent knowledge/understanding of archive systems, standards and practices
* An understanding of the principles of archive digitisation and digital preservation
* Competency with database management software, Photoshop or other image editing software, and the Microsoft Office suite
* Some knowledge of, or demonstrable affinity for, technical and digital systems infrastructures
* Organisational skills to manage a varied workload
* Clear, concise, and timely oral and written communication, appropriate to the situation
* Initiative to resolve complex problems and provide advice on methods, processes and systems.
* Able to work with a high degree of autonomy.
 | **A, I****A, I****A, I****A, I**A, IA, IA, IA, I |
| **Qualifications** | * A first degree in a relevant subject
 | **A** |
| **Experience** | * Experience of working in an archive setting, with collections, data and systems
* Experience or understanding of digital communications, including social media, for audience engagement.
 | **A, I****A, I** |
| **Physical demands and other requirements**  | * The role may require lifting and moving of archive materials or equipment.
 | **A** |



* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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|  | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here: [Design Archives](https://blogs.brighton.ac.uk/brightondesignarchives/) ; [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [2016 - 2021 Strategy](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

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