

Job Description Form

Digital Preservation Officer

Position Number: 14483	Classification Level: Level 5
Directorate: Collection Services	Agreement: Public Sector CSA Agreement 2019
This Position Reports To: 14517 – Manager Collection Care, L7	
Positions Reporting to this Position: Nil	

POSITION PURPOSE

Supports the Preservation Services Team with technical expertise and advice on digital preservation strategy and practices for the State Library's digital heritage collections. Implements digital transformation initiatives across the State Library and provides training and development of digital skills for staff.



KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Provide technical skills and advice and implements digital preservation practices for the State Library's digital heritage collections.
2. Find solutions to issues related to the digitisation of collection items and the issues associated with legacy and obsolete formats.
3. Provide technical analysis, ingestion, and management of digital content.
4. Enable best practice approach to providing effective acquisition, access and deliver expert advice on acquisition and processing of digital material.
5. Liaise with suppliers and/or owners of digital materials as well as other areas of the Library that manage aspects of digital collection-to develop consistent strategies, resolve technical and other issues-to deliver an integrated approach.
6. Identify development needs and address learning within the library, contribute to the ongoing development of team processes and provide innovative solutions to align digital preservation with business outcomes.
7. Performs other duties as required.

Corporate Responsibilities:

1. Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
2. Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
3. Acts safely and in accordance with the Library's Occupational Health and Safety Policy and Procedures.



WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Essential:

1. Role Specific:

- Demonstrated knowledge of digital preservation systems, skills and ability to implement and advise on digital preservation practices.
- Demonstrated ability to coach others and develop capacity in the areas of digital preservation and digital transformation.

2. Shapes and Manages Strategy:

- Understands strategic objectives and how they influence work plans, and communicates shared purpose and direction with others.
- Makes informed decisions and incorporates outcomes into work plans.

3. Achieves Results:

- Contributes expertise and develops and applies capabilities.
- Evaluates performance and initiates change when required.
- Takes responsibility for quality, compliance and completion of projects.

4. Builds Productive Relationships:

- Shares learning with others and coaches and develops others to build capabilities in the team.
- Values and respects difference and diversity.
- Builds and maintains relationships and networks with stakeholders, colleagues and clients.

5. Exemplifies Personal Integrity and Self Awareness:

- Maintains a positive outlook and a balanced working environment, and responds positively to change.
- Commits to personal development and reflects on own behaviour and impact on others within a team environment.

6. Communicates and Influences Effectively:

- Communicates clearly and confidently and adapts style and medium for audience.
- Engages with differing ideas and presents persuasive and informed counter-arguments.

**Desirable:**

1. Possession or significant progress towards a relevant degree or tertiary qualification.
2. Experience in a library or archives environment.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

Position Title:	Name:	Date:
Director Collection Services	Susan McEwan	16/04/2021

<p style="text-align: center;">REGISTERED</p> <p style="text-align: center;">State Library of Western Australia</p> <p style="text-align: center;">INITIALS: LTS DATE: 16/04/2021</p>
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