**Role Title: Digital Preservation Assistant**

**Reporting to: Digital Preservation Officer**

**Salary:** **Pay Point D (£22,929)**

**Role purpose:**

The National Library of Scotland is seeking Digital Preservation Assistant to help manage and safeguard its digital content and make sure it remains accessible for current and future generations. The Library’s digital collections are internationally significant and growing rapidly, supporting the Library’s strategic aim to have a third of its holdings in digital format by 2025. Content includes digitised and born-digital books, manuscripts, maps, videos, photographs, sounds, archives and websites that have been created over several decades.

We are looking for someone who believes in the preservation of digital culture, who is confident handling and manipulating data, can undertake assessments, evaluations and research and can contribute to the development of the Library’s digital preservation aims.

**Duties and Responsibilities:**

* Maintain the digital preservation register that records the requirements of specific groups of digital content
* Maintain and in some cases create documentation about digital preservation policies, plans, procedures and workflows
* Contribute to the development of digital preservation policies, plans, procedures and workflows
* Test tools and workflows used in digital preservation and record and analyse the results
* Help specify requirements for future tools
* Prepare and ingest data into the digital preservation environment
* Help provide access to data in the digital preservation environment
* Undertake and monitor data migrations, transformations, moves and fixity checks
* Research a variety of topics related to digital preservation including emulation, and risks to file formats and related software
* Help maintain preservation metadata and internal data quality standards
* Help prepare for and complete digital preservation certification and accreditation
* Help identify problems with the digital preservation environment and suggest improvements
* Help train and supervise volunteers

**Core Competencies**

**Delivering Results (Core)** – Take personal responsibility for achieving the right results for the Library

**Customer Focus (Core)** – Understand and, within our capability, meet actual and potential internal and external customers’ needs

**Collaborative Working (Core)** – Working together effectively to achieve common goals through sharing skills, knowledge and information. Collaborating with others to improve services and reduce costs

**Person specification: Digital Preservation Assistant**

**Skills, abilities and knowledge**

***Essential***

* analytical and technical problem-solving skills - ability to identify problems and to evaluate and select methods to resolve them
* ability to work under own initiative
* ability to use MS Office applications
* ability to produce clear documentation
* ability to undertake research and effectively communicate findings
* knowledge and understanding of data manipulation techniques
* knowledge of digital preservation
* knowledge of databases and metadata

***Desirable***

* ability to use shell scripts, the command line and/or scripting languages in a Windows environment (for example DOS batch scripts, Python, PowerShell, VBScript, C#, C++)
* knowledge of SQL

**Personal qualities**

***Essential***

* self-management – ability to meet targets, follow instructions, display initiative, and demonstrate responsible behaviour
* attention to detail – ability to be thorough and accurate while performing work
* flexible and adaptable – ability to change and adapt behaviour or work methods in response to new information, changing conditions or unexpected obstacles
* interpersonal skills – ability to show respect, concern and empathy for others
* organisational, time management and administrative skills
* verbal and written communication skills
* open and approachable manner
* decision making – able to make and justify decisions

**Experience**

***Essential***

* experience of digital preservation
* experience of interacting with files in a Windows file system
* experience of manipulating data and files
* experience of using relational databases
* experience of undertaking research and reporting findings
* experience of creating clear documentation
* educated to Scottish Qualifications Authority Higher grade level or equivalent

***Desirable***

* experience of creating queries in a relational database
* experience of using automated techniques to manipulate data and files
* experience of working with legacy file formats and software
* experience of using Microsoft SQL Server
* experience of software testing and defining software requirements
* qualification in digital preservation, information management or related subjects

**Further Information:**

Applications to be submitted via our recruitment site:

[http://www.the Library.engageats.co.uk/Welcome.aspx](http://www.nls.engageats.co.uk/Welcome.aspx)

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**Selection Procedures:** The applicants who meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.