JOB DESCRIPTION

Vacancy reference:	SRF34328
Post Title:	Digital Humanities Development Officer (2-year Fixed Term)
Grade:	6
FTE	0.8 FTE
School/Department:	University Library and Collections Service (UCLS)
Reports to:	Associate Director (Scholarship and Planning), University Library
Responsible for:	N/A

Purpose

The University of Reading is seeking an enthusiastic proactive, self-motivated and highly organised individual who can make a positive contribution to the development of our ongoing work in Digital Humanities. The University has been developing its capacity in Digital Humanities research in recent years and are looking to consolidate this activity by embedding support and advice within the University Library.

As a newly established, fixed term post, the Digital Humanities Development Officer will work closely with a range of academic and professional services stakeholders to develop and implement a suite of training and advice tools to support researchers in developing skills, funding bids and projects. They will be instrumental in establishing the Library as a beacon for long-term Digital Humanities support at the University.

Main duties and responsibilities

1. Fostering collaborative relationships across relevant Professional Services teams (including University Library and Collections Services (ULCS), Digital Technology Services (DTS), and Research & Enterprise Services) and Academic Research Divisions, with the aim of enhancing and embedding sustainable support for Digital Humanities which meets the needs of academic staff and is communicated in a Humanities-friendly way.

2. Developing Digital Humanities portal and content (via Library website) to include:
    a. Signposting to internal and external resources
    b. Development of case studies (and links to external projects)
    c. Development of 'How to' guides on a range of Digital Humanities related activities.

3. Developing Digital Humanities training modules and working with Digital Technology Services (DTS) to agree standard support services/provision for typical research projects.

4. Working with Academic Computing & Research Team to develop pathways to support for Digital Humanities research which requires cutting-edge technological or computational research thinking.

5. Exploring models of good practice where Digital Humanities has been embedded successfully in libraries and making recommendations for delivery at Reading.

6. Exploring opportunities for institutional partnerships for collaboration in Digital Humanities.

Supervision received

Formal supervision will be given by the Associate Director (Scholarship and Planning), ULCS), general guidance and support will be provided by colleagues in Research and Enterprise Services, the ULCS and Digital Technology Services.

Supervision given

The post is not envisaged to have any direct line management responsibilities. The post-holder is expected to collaborate closely with two existing postholders in the ULCS Research Engagement team and DTS Academic and Research Computing Team who will each be seconded to support Digital Humanities on a 0.2 FTE basis.

Contact

The post-holder will work very closely with two existing postholders described above and will be expected to establish strong working relationships with the Research Dean (Heritage & Creativity), Research Development Manager, ULCS, DTS and the Digital Humanities academic champion.

The post-holder will also work in collaboration with, and provide advice and guidance, to Research Division Leaders and research active academic colleagues with varying levels of knowledge and experience of digital humanities.

The post-holder will be expected to draw upon and extend their network of professional contacts for the purposes of understanding and sharing best practice and external intelligence gathering; this may include representatives of other higher education institutions, funding agencies and charitable organisations both within the UK and internationally.

Terms and conditions

This is a 0.8 FTE, two-year fixed term professional services post. Flexible arrangements, such as part-time, job sharing or secondments, may be considered.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed:

PERSON SPECIFICATION

Job Title	School/Department
Digital Humanities Development Officer	University Library and Collections Service

Criteria	Essential	Desirable
Skills Required	• Excellent IT skills (including Microsoft Office, web design and content management systems • Good report writing skills, ability to compose concise, grammatically correct documents clarifying and explaining procedures, • Good presentation skills • High levels of oral and written expression in English Language • Understanding of methods for collecting, managing and presenting digital data such as websites, large-scale computational datasets, social media • Proficient with technologies currently used in Digital Humanities and archival projects, such as digitisation, digital asset management, infrastructure and networking, and common DH software.	• Professionally active in Digital Humanities

Attainment	• Good first degree (ideally in an Arts and Humanities subject)
	• Experience of working in Digital Humanities or a similar environment which combines academic or other activity with digital solutions
		• At least one of the following:
		  o Higher degree
		  o Equivalent professional experience in academic environment

Knowledge	• Knowledge of current discussions, trends and activities in Digital Humanities in the Higher Education sector. • Knowledge of the changes, challenges and opportunities	• Knowledge and experience of library, museum and archive collections, and methods of working with them

	facing the HE sector and their implications. • Understanding of the Research & Innovation agenda and policy landscape within higher education.	
Relevant Experience	• Demonstrable experience planning and managing digital humanities or other projects, with the ability to implement effectively within a fixed term period. • Demonstrable experience of facilitating and supporting research within an academic setting.	• Financial management experience
Disposition	• Highly engaged with developments in the Higher Education sector, particularly within the research & innovation environment • Highly self-motivated, with an enquiring mind; • High personal work standards and ethics, with excellent attention to detail; • Personable and approachable, able to work effectively with a wide range of colleagues and accommodate their differing approaches and styles; • Effective team player with the ability to lead and motivate, set work and monitor performance of staff, coach and train staff and promote best practice • Organised and methodical with the ability to adhere to strict deadlines and to organise own work and that of others to meet required targets • Adaptable, flexible and resilient; • Pragmatic, logical, proactive problem-solver.	

Completed by: Date: