JOB PROFILE

SECTION 1

Job Title:	Assistant Web Archivist
Post Number:	4462
Grade:	C
Role Group:	Service Delivery
Division:	Collections
Department:	Web Archiving Team
Reports to:	Web Archivist
Location:	St Pancras/Boston Spa
Date:	January 2017

SECTION 2

Job Purpose:

- To work with web content owners to obtain permissions for off-site access to archived web material.
- To help ensure in-scope content is archived for non-print Legal Deposit.
- To respond to enquiries and assist in the development of web archiving tools.
- To assist the Web Archivist and Legal Deposit Libraries curators with curatorial tasks.

Key Areas of Responsibility

- Obtain permissions for off-site access to archived websites.
- Manage nominations and respond to enquiries.
- Manage a (web archiving) information hub for curators across the Legal Deposit Libraries.
- Identify and help develop methods for discovering in-scope content for Non-print Legal Deposit.
- Assist curators in using Web Archiving tools.
- Assist the Web Archivist with curatorial tasks.
- Articulate requirements and participate in user testing to help develop web archiving tools.

Resources Managed

- None

Main Tasks

- Approach individuals and organisations to obtain permissions for off-site access to archived content.
- Manage and maintain accurate permission records.
- Assess UK territoriality of selected content using criteria determined by relevant Regulations and policies.

- Manage nominations by the public through the Open UK Web Archive website.
- Manage an email account for external enquiries. Respond to or escalate enquiries as appropriate.
- Manage and provide a (web archiving) information hub for curators across the Legal Deposit Libraries.
- Provide assistance to British Library and Legal Deposit Libraries curators in using web archiving tools.
- Help organise and support events that the Web Archiving Team participates in.
- Actively identify and help develop automatic methods for discovering in-scope content for non-print Legal Deposit.
- Assist the Web Archivist with curatorial tasks.
- Contribute to the development of web archiving tools by articulating requirements and participating in user testing.
- 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)

- Has dealt with licences / permissions related to digital content.
- Familiar with legal issues related to web archiving.
- Is able to communicate effectively, both orally and in writing, with colleagues, users and the public.
- Has experience dealing with customers or users.
- Competent in using information systems and software tools, able to demonstrate ability in using (specialist) applications for managing digital resources.
- Good organisational skills including the ability to prioritise workloads with conflicting time pressures.
- Has experience working with digital resources, e.g. in a records management or archival environment.
- Has basic understanding of the preservation and metadata requirements for web archives.

Additional Requirements (Desirable)

- Has previously held a role related to web archiving or electronic records.
- Understanding of the technical issues related to web archiving and how these could affect curatorial decisions.
- Good understanding of the overall content and make-up of the Library's collections.
- Has previously worked in a library, archive or museum.

SECTION 3 – BRITISH LIBRARY COMPETENCIES

Role Competencies – SERVICE DELIVERY

Personal impact Takes responsibility for own work and objectives, taking tasks through to completion. Takes appropriate and timely decisions. Selects appropriate tools/systems for a task and uses them in a competent manner.	✔

Handling change Is aware of organisational change and open-minded about new ways of working. Is willing to try different tasks appropriate to role and learn new methods and skills. Keeps up-to-date with the knowledge/skills needed to do the job.	✓
Business awareness Understands needs of internal/external customers and aims to fully meet them in line with standards of service. Complies with safety, security and financial procedures relevant to role. Displays understanding of value for money, using time, money and other resources appropriately.	
Working with others Is flexible and adaptable, working with team and using own skills to provide cover for tasks and ensure team goals are achieved. Treats people as individuals, respecting their needs, views, ideas and experience. Communicates clearly and effectively.	✓

Professional Competencies

Knowledge of relevant legislations and copyright law	• Understanding of the purpose of Non-print Legal Deposit and how web archiving fits in. • Understanding of the legal issues related to web archiving. • Able to apply the Regulations for non-print legal deposit and relevant policies.
Communication skills	• Strong oral and written communication skills. • Ability to write well-structured and clear documents. • Has an effective input in meetings. • Work collaboratively with colleagues in other organisations, e.g. Legal Deposit Libraries, International Internet Preservation Consortium (IIPC) • Is very customer-focused.
Competence in using information systems and software tools	• Including general productivity tools such as Microsoft Office as well as specialist web archiving tools and other web-based systems such as wiki.
Managing web archive collections	• Understanding of the principles and practices for managing web archive collections, including its long-term preservation. • Understanding of quality requirements. • Understanding of the impact of technological limitation on web archiving. • Understanding of use cases for web archives.