Role profile

**Job title**  
Digital Archivist

**Reporting to**  
Cataloguing and Taxonomy Manager

<table>
<thead>
<tr>
<th>Role family</th>
<th>Management responsibility:</th>
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<tbody>
<tr>
<td>Information and Knowledge</td>
<td>Does this role have management responsibility for others?</td>
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<tr>
<td>Specialist</td>
<td>No</td>
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<tr>
<td>Team Contributor</td>
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**Overall purpose of role**

The ICAEW Library teams offers a range of services and resources to support chartered accountants and ICAEW staff in all aspects of their work.

Supporting the Cataloguing and Taxonomy Manager, this post holder will contribute to the development of a comprehensive digital archive of ICAEW publications and websites.

**Main responsibilities of role**

- Organise and maintain the Library’s new digital repository of archived ICAEW digital publications;
- Contribute to the set-up, and development of ICAEW’s digital archiving platforms for documents and websites; including metadata schema;
- Responsible for day to day maintenance of digital archiving platforms and documentation of in-house processes for working with the platforms;
- Work with the Library resources team and other ICAEW departments to ensure the most complete collection of digital material is preserved in the repository and seek material to fill gaps;
- Prepare material for ingest into the digital archiving platforms, adding or editing metadata where required;
- Work with the Content, Cataloguing and Library enquiry teams to provide and support access to the repository through the catalogue, website and on-site;
- Maintain up-to-date and effective digital archiving procedures; play a key role in promoting good records management lifecycle practices;
- Contribute to publicising and promoting the collection to both internal and external users.

Occasional travel (usually to Milton Keynes) will be required as part of the role

Specific duties will vary from time to time in line with the business needs

**ICAEW values – all staff are expected to work to these values**

The 3 i’s – Initiative, Insight and Integrity

The 3 i’s are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

**Initiative**

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

**Insight**
- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

**Integrity**
- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

**Candidate profile**
- Good standard of education, with a library/information qualification
- Familiarity with digital repository / digital preservation software and practices
- Experience of metadata application and familiarity with metadata standards and protocols
- Experience of library management systems
- Experience of content management systems
- Shows initiative
- Excellent attention to detail and ability to work with high standards of accuracy
- Ability to work flexibly
- Well-developed interpersonal and communication skills
- Ability to produce/contribute to development of materials and outreach activities to inform users.
- Experience and enthusiasm for providing high quality user services