

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
-------	-----------------------------	--

NOTES

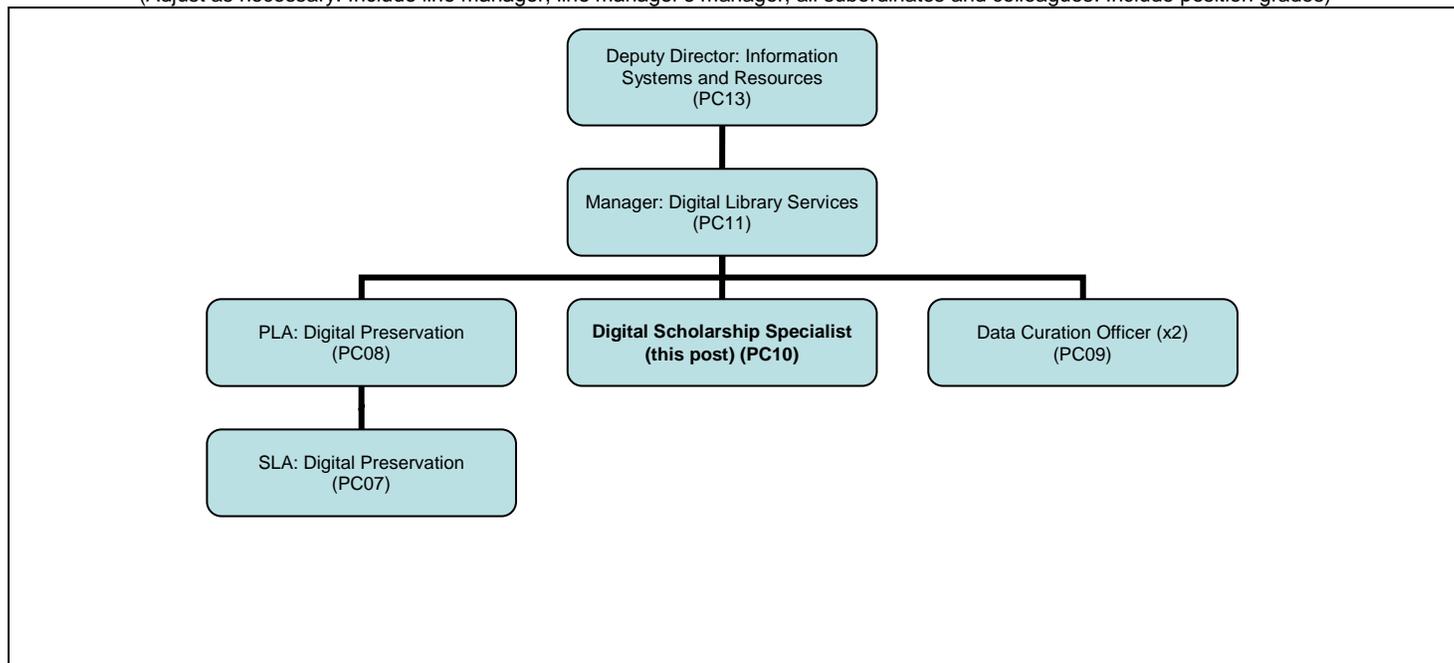
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Digital Scholarship Specialist		
Job title (HR Practitioner to provide)			
Position grade (if known)	10	Date last graded (if known)	
Academic faculty / PASS department	Libraries		
Academic department / PASS unit	Information Systems and Resources		
Division / section	Digital Library Services		
Date of compilation	01.09.2017		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to use technology to support research and online access to the digital scholarship of the university. The incumbent combines traditional scientific, humanities and social science research methodologies with computational techniques to support processes such as data mining, text mining, data visualisation, data modelling, data analytics, GIS and text encoding.

Supporting computational research requires that the incumbent imparts the skills to curate, publish and manage research data sets and sustainable online digital collections. They will support technical innovation in data publishing according to FAIR principles.

The incumbent will provide liaison between Faculties, Libraries and e-Research in multi-format digital projects. They will maintain and further develop exemplary research data management (RDM) practices and promote the use of the services provided by Digital Library Services throughout the research data lifecycle.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>

1	Digital Scholarship	40%	<ul style="list-style-type: none"> • Supports and makes use of digital methods of inquiry and research to achieve scholarly and research goals, based on current, computational technologies, digital library applications and emerging practices. • Tests and implements new technologies to support digital humanities (DH) across the university, based on current standards, best practices, and user needs. • Provides consultation, support, and training on virtual laboratory tools, applications and techniques. • Supports the computational analysis of online data sets across the various academic disciplines, including data mining, text mining, data visualisation, data modelling, data analytics and text encoding. • Collaborates with UCT eResearch to ensure infrastructure support for digital scholarship applications specific to the research project and the academic discipline. • Works with librarians in Research & Learning to analyse trends in departmental teaching and integrates GIS services and resources into library projects and programmes. • Collaborates with trans- and inter-disciplinary research programs, stays abreast of scholarship in the disciplines themselves, and uses this knowledge to anticipate users' needs. • Serves as a resource person for the library on digital scholarship (in-reach). 	<ul style="list-style-type: none"> • Digital research data are enhanced via digital scholarship tools and techniques, including but not limited to, digital curation software, text-mining, and data-visualization. • Digital research data are maintained and preserved throughout the lifecycle. • Seminars and workshops on the use of analytical tools and techniques, e.g. R, GIS, are conducted regularly. • Librarians and library users are equipped with skills needed to provide access to spatially referenced data in all formats.
---	----------------------------	-----	--	--

2	Digital Collections Support	20%	<ul style="list-style-type: none"> • Works effectively with colleagues in Digital Library Services to enhance acquisition, access, discovery, preservation and use of online digital collections. • Supports researchers in the development of research-led online collections of distinction to serve UCT-internal and -external users. • Supports access to the Universities' digital scholarship produced in all formats, to serve current and future research, teaching and learning needs. • Supports digital methods of preservation to achieve scholarly and research goals. • Broadens access to collections through developing and implementing innovative Digital Asset Management procedures. • Monitors, analyses, and reports on digital scholarship projects and innovative use of digital collections. 	<ul style="list-style-type: none"> • Unique library and campus research collections are managed and made accessible, providing innovative research possibilities. • Collections are digitised according to best practice guidelines.
3	Discovery & Reuse	20%	<ul style="list-style-type: none"> • Integrates digital scholarship tools across the digital library infrastructure. • Collaborates with Discovery Services to enhance the visibility of digital library collections in library user interfaces and discovery platforms. • Applies a broad range of principles, practices and procedures in overseeing digital asset management (DAM). • Keeps up to date with key digital information issues such as: digital copyright, digital curation, digital repositories, and research data management. • Implements the use of cloud-based tools and services of value to projects and researchers, particularly related to linked data. 	<ul style="list-style-type: none"> • Users are able to make use of research-led digital collections in library interfaces. • The research value of curated data is continually enhanced. • Mechanisms are in place to safeguard and provide relevant levels of access to data.

4	Scholarly Publishing	10%	<ul style="list-style-type: none"> • Supports good scholarship in the stewardship of digital collection, data sets and non-data research objects, such as analytical workflows, that are essential to scholarly processes of knowledge generation. • Supports research data management and publication to achieve various scholarly and research goals in collaboration with UCT Libraries' Open Scholarship programme. • Advocates the use of digital media as credible, professional and legitimate means of research. • Explores digital scholarship trends as drivers of digital publication, such as the use and development of online tools and services for research data management. • Supports the production and distribution of digital media, addressing issues of copyright, fair use and digital rights management (DRM). 	<ul style="list-style-type: none"> • Access to scholarly digital collections is supported. • Scholarly outputs are made available under FAIR principles for data stewardship: (Findable, Accessible, Interoperable, Re-usable)
5	Project Management	10%	<ul style="list-style-type: none"> • Facilitates communication between staff across the Libraries and other strategic partners on campus, ensuring stakeholders remain informed and engaged. • Provides instruction, as needed on digital tools and methodologies to support digital humanities research and teaching. • Works independently and collaboratively with colleagues to identify current and emerging digital scholarship projects and to understand and implement strategies to support student and faculty needs. • Participates in or manages projects as assigned. 	<ul style="list-style-type: none"> • Collaborative relationships are developed and maintained across research support units on campus. • Researchers are trained and equipped to make use of digital scholarship applications. • Regular outreach, training and capacity development opportunities are made available to researchers and colleagues (Digital Scholarship workshop series).

MINIMUM REQUIREMENTS

Minimum qualifications	PG Diploma / Honour's degree / 4-year Bachelor's degree / other qualification equivalent of NQF 8			
Minimum experience (type and years)	2 years' experience, preferably in an academic and/or research organisation			
Skills	Advanced IT/IS skills, such as data manipulation, mining and visualization; Excellent communication skills; maintaining positive relationships.			
Knowledge	Excellent understanding of Research Data Management and contemporary, digital research methods and processes.			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	High degree of personal and professional integrity, as they will be responsible for describing and managing highly valuable research data. Must be trustworthy to sustaining excellent internal and external stakeholder relationships.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Information management	2	Analytical thinking/problem solving	2
	Professional knowledge and skills	2	Planning and organizing/work management	2
	Research support skills	2	Quality commitment/Work standards	2
	Teamwork/Collaboration	2	Building interpersonal Relationships	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Maintaining excellent internal and external stakeholder relationships. Handling of research data.
Amount and kind of supervision received	Weekly / monthly meetings with line manager; regular training as required.
Amount and kind of supervision exercised	Collaborates closely with Data Curation and Digital Preservation staff.
Decisions which can be made	Scheduling of own work, and as per project (meeting) schedule, also that of colleagues, as required.
Decisions which must be referred	Purchasing; initiation of projects; first contacts; line manager is generally always kept in CC, unless explicitly agreed on otherwise.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Stakeholders across faculties and departments, e.g. data stewards, co-presenters, PIs.
External to UCT	Professionals in similar positions; NeDICC members et al.