

Roles and Responsibilities

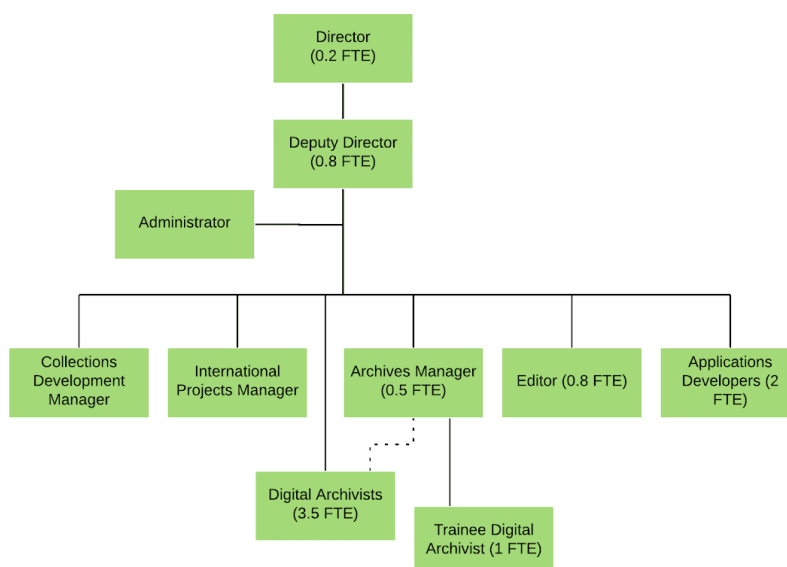
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1. Purpose of this document

This short document is primarily designed to answer the question: “who does what”? It should be noted that the following is a simplified breakdown of key areas of responsibility, and not substitutes for full job descriptions.

2. ADS and Internet Archaeology Structure



3. Management Responsibilities

A full list of individual responsibilities relevant to the large amount of partnerships and projects is maintained as a separate document.

3.1 The Director

- Has overall responsibility for the ADS and Internet Archaeology.
- Responsible for Internal reporting line via the Departmental Management team / HoD.
- Responsible for External reporting line via the ADS Management Committee.
- Represents the ADS at key strategic events, partnerships, partnership/funding opportunities and high-profile projects.
- Preparing funding applications.
- Leading Quarterly ADS Executive meetings
- Performance Reviews

3.2 The Deputy Director (0.8)

- Has responsibility for all day-to-day operational issues of the ADS and Internet Archaeology
- Deputising for the Director where required
- Responsibility for monitoring staff time management, flexible working, requests for leave, sick leave
- Maintaining and developing key partnerships (UK focus)
- Managing ADS DAC responsibilities and reporting requirements
- Management of high-profile/strategically important large projects
- Maintaining and Updating relevant Strategic and Operational Policy documents
- Setting Strategy and Objectives (in collaboration with other team members)
- Preparing funding applications
- Leading weekly and monthly meetings
- Foresight and future technical needs of the ADS
- Performance Reviews

3.3 The Collections Development Manager

- Promoting the role of the ADS for data deposit
- Allocation of Curatorial and Technical Tasks (via Monthly meetings)
- Providing advice, developing strategies and costings for depositing data with the ADS
- Providing formal costings via the collections account

- Maintaining and Developing key partnerships (Collections focus)
- Management of large projects
- Maintaining and Updating relevant Collections Policy documents
- ADS Charging Strategy (with DD and AM)
- Oversight of Social Media and Communications
- Guidelines for Depositors (joint with Archives Manager)

3.4 Archives Manager (0.6)

- Line Management of Curatorial Team
- Oversight of ADS Ingest Operations (ADS-EASY)
- Maintaining and Updating relevant Preservation Policy documents
- Oversight for day-to-day archival workflows
- Responsibility for archive resilience: off-site storage and integrity
- Responsibility for ADS Accreditation
- Reporting Curatorial needs to wider ADS Management Team
- Oversight of Curatorial Training needs
- Performance Reviews

3.5 International Projects Manager

- Managing ADS contributions to international research projects
- Maintaining and developing key partnerships (International and Higher Education focus)
- Preparing funding applications
- Supporting CDM, D and DD where needed

3.6 Systems Manager

- Maintaining ADS systems stack (with support of ITS)
- Backup of critical code and main ADS databases
- Maintaining and Updating relevant Systems Policy documents and Documentation
- Maintaining and Developing ADS large applications (CMS, ADS EASY etc)
- Developing ADS tools small applications to assist day-to-day work of Curatorial team
- Technical responsibility for ADS interoperability: web services, OAI-PMH
- Oversight of technical standards
- Hardware and Software purchasing and maintenance (with support of Departmental CO)

4. Other Roles

4.1 Administrator

- Responsible for financial and office management, including staff expenses, ordering of consumables (stationery/furniture), raising Purchase Orders etc.
- Responsible for EU financial reporting and timesheets.

4.2 Applications Developers

- Development of large applications
- Maintaining ADS systems stack
- Backup of critical code and main ADS databases
- Support for Systems Manager where appropriate
- General maintenance and technical support for all ADS staff where required

4.3 Digital Archivist

- Archiving large collections delivered through traditional means
- Archiving smaller collections (ADS EASY)
- Creation of Special Collections for archives (including database and map-based interfaces)
- Providing technical advice to Depositors where required (and agreed by AM)
- Liaison with FISH; responsible for standards watch and guidance
- Representation at DPC
- Support AM where required
- Responsibility for delivering small projects/deliverables relevant to the Grade 5 role.
- Provide custom exports from ADS databases or other 'data manipulation' tasks (where allocated as specific task by AM)
- ADS Helpdesk (including ADS EASY and OASIS)
- Raising awareness of ADS collections and work through Social Media

4.4 Digital Archivist (Trainee)

- Archiving smaller collections (ADS EASY)
- Archiving large collections delivered through traditional means and where skills are appropriate.
- Small maintenance tasks: updating website, fixing metadata records etc.
- Representation at DPC
- ADS Helpdesk (including ADS EASY and OASIS)
- Raising awareness of ADS collections and work through Social Media