



Archaeology
Data Service

ADS/IA 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”? In the Archaeology Data Service (ADS) and Internet Archaeology (IA) 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

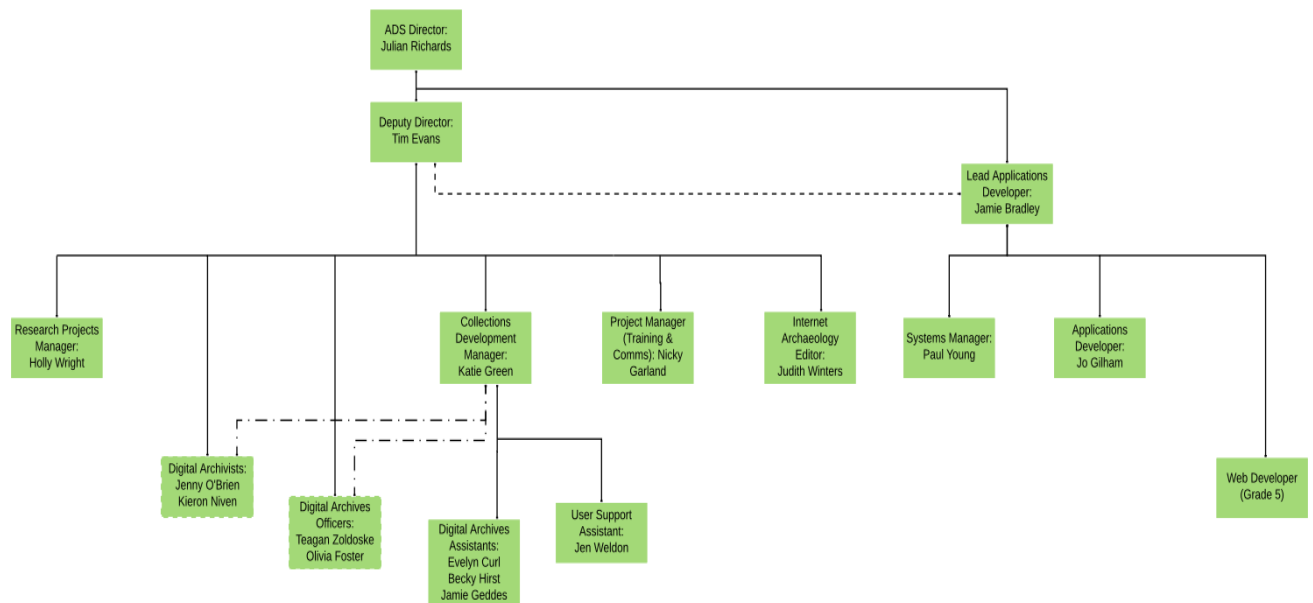


Figure 1: ADS and Internet Archaeology Structure (November 2022)

3 Roles and responsibilities

Please note that a full list of individual responsibilities relevant to the large number of external partnerships and projects is maintained as a separate document, and only available to ADS/IA staff.

3.1 The Director

- Has overall responsibility for the ADS and IA.
- Has responsibility for financial management and oversight
- Has overall responsibility for HR issues
- Is responsible for the Internal reporting line via the Departmental Management Team / HoD.
- Is responsible for the external reporting line via the ADS Management Committee.
- Represents the ADS at key strategic events, partnerships, partnership/funding opportunities and high-profile projects.
- Prepares high-profile funding applications.

- Maintains key partnerships (international focus)
- Leads the quarterly ADS Executive meetings.
- Promotes the use of ADS and its services to the Designated Community
- Undertakes performance reviews of senior ADS/IA staff

3.2 The Deputy Director

- Has responsibility for all day-to-day operational issues of the ADS and IA.
- Deputises for the Director where required.
- Manages ADS DAC responsibilities and reporting requirements: IDAH, NERC and MEDIN.
- Manages high-profile/strategically important research and development projects.
- Ensures the ADS repository has appropriate accreditation.
- Maintains and updates strategic and operational policy documents.
- Sets ADS Strategy and objectives (in collaboration with the Director and other team members).
- Prepares funding applications for research and development projects.
- Leads monthly planning meetings (see 4.1)
- Directs the future technical development of the ADS to enhance operational workflows and productivity.
- Ensures consistency of approach and harmonisation across all ADS ingest systems (OASIS and ADS-easy).
- Ensures the consistency, accuracy, and integrity of ADS metadata in external portals and aggregators.
- Develops and updates the training and skills materials for the Digital Archives team.
- Has responsibility for monitoring staff time management, flexible working, requests for leave, sick leave, and ensuring consistency of approach with the Department of Archaeology and wider University of York HR.
- Maintains and develops key partnerships (UK focus).
- Promotes the use of ADS and its services to the Designated Community
- Undertakes performance reviews of senior ADS/IA staff

3.2 The Collections Development Manager

- Promotes the ADS as a digital archive for heritage data to the Designated Community.
- Develops solutions and partnerships for ensuring the preservation and access of nationally important heritage digital collections.

- Develops partnerships with Local Authorities and Museums to ensure the preservation and access of archives generated through development control in England.
- Works with Higher Education clients to develop bespoke archiving solutions for research projects.
- Works with the Deputy Director to ensure consistent approach and standardisation across all ADS ingest systems (OASIS and ADS-easy) and Guidelines for Depositors.
- Provides specialised costings for archives and collections.
- Manages and monitors financial income from clients.
- Allocates archive work and technical tasks to the Digital Archives team.
- Undertakes Performance Reviews.
- Manages large archive projects from Higher Education and Industry clients.
- Develops funding applications for research and industry projects.
- Maintains and updates relevant Collections Policy documents in-line with modern requirements for digital repositories.
- Maintains and updates the ADS Charging Policy, and develops innovative costing solutions for all clients.
- Ensures all archives are licensed correctly and manages legal contract development for larger projects.
- Maintains ADS GDPR, Sensitive Data/Selection and Retention and Ethics Policies.
- Develops and provides Continuing Professional Development training courses.
- Oversees ADS Communication activities.
- Represents the ADS in the Archaeological Archives Forum.

3.3 Research Projects Manager

- Manages ADS international research projects.
- Maintains and develops key partnerships with international partners and Higher Education, and research initiatives within industry.
- Develops funding applications for Research Projects.
- Leads new initiatives to raise ADS research profile.
- Promotes the use of ADS and its services to the Designated Community.
- Contributes to the research profile of ADS through participation in conferences and publications
- Leads on the ADS implementation of the FAIR principles.
- Supports Senior Management where required.

3.4 Projects Manager (Training and Communications)

- Design and deliver online and face-to-face training for ADS depositors and end-users of ADS data resources, in some cases working with partners such as Historic England and other AHRC-sponsored data repositories.
- Manage the ADS online helpdesk.
- Oversee the ADS communications group, and take a lead role in preparing online newsletters and Annual Report.
- Administers and maintains social media accounts
- Work closely with the ADS Collections Development Manager and ADS Research Projects Manager to identify opportunities, and build up and manage an expanding client portfolio.
- Identify opportunities for increasing user engagement with ADS Archives.
- Develop strategies and initiatives for showcasing reuse of ADS Archives.
- Develop and maintain agreed project plans defining criteria for control and management of specified projects.

3.5 Lead Applications Developer

- Leads the Systems and Applications team.
- Is the technical lead for external and internal development projects.
- Leads on the implementation of Agile development.
- Provides up to date knowledge of technical developments and best practice in IT.
- Has responsibility for training and development needs for the Systems and Applications team.
- Manages the development, implementation, maintenance, and support of software that underpins the key services provided by the ADS.
- Manages the implementation of appropriate tools and processes for the effective development and maintenance of services.
- Has responsibility for maintaining and developing ADS web services.
- Provides oversight of current and future security needs.

3.6 Internet Archaeology Editor

- Manages Internet Archaeology
- Responsible for progressing submissions from proposal stage through to publication (peer review, editing, designing and planning of issues)
- Provides editorial and technical advice to authors/potential authors
- Responsible for design, creation and maintenance of journal's web pages

- Provides costings to authors
- Steers the editorial, technical and open access development of the journal in collaboration with Director and Deputy Director
- Liaises with Systems Manager on systems affecting the journal
- Represents and promotes Internet Archaeology to Designated community
- Collaborates with ADS staff on digital preservation issues affecting the journal
- Collaborates with ADS staff on shared digital initiatives
- Responsible for the Open Access Archaeology Fund

3.7 Systems Manager

- Maintains ADS systems stack, including relevant patching and migration.
- Manages the ADS GiT repository.
- Ensures the backup of critical code and main ADS databases.
- Maintains and updates the relevant Systems Policy documents, and associated internal documentation.
- Implements security protocols.
- Ensures verification and integrity of objects within ADS archive (with Digital Archivist: Standards)
- Maintains and develops ADS applications.
- Develops ADS tools small applications to assist day-to-day work of the Curatorial team.
- Provides advanced technical support for main ADS Helpdesks.
- Oversight of hardware and software purchasing and maintenance (with support of Departmental Computing Officer).

3.8 Applications Developer

- Develops large applications for external and internal projects.
- Ensures the backup of critical code and main ADS databases, in support of Systems Manager
- Maintains and updates relevant application documentation.
- Develops ADS tools small applications to assist day-to-day work of the Curatorial team.
- Provides technical support for main ADS Helpdesks.
- Provides support for Systems Manager where appropriate.

3.8 Web Applications Developer

- Develop front end applications for research and development projects.
- Develop front end applications for special collections.
- Maintain documentation of code and important workflow.
- Develops ADS tools small applications to assist day-to-day work of the Curatorial team.
- Provides technical support for main ADS Helpdesks.

3.9 Digital Archivist: Standards

- Archives large and complex collections.
- Creates complex Special Collections for archives (including database and map-based interfaces).
- Provides technical advice and support to Depositors on large or strategically significant projects.
- Has responsibility for delivering small projects/deliverables relevant to the Grade 5 role and in support of the management team.
- Provides a mentoring role within the Archives team - advising on best practice where needed.
- Is responsible for the ADS preservation format standards watch, and update of depositor guidance for accepted file formats.
- Informs and assists ADS Deputy Director on Preservation Planning requirements.
- Is responsible for ensuring ADS adhere to best possible standards for technical metadata.
- Provides oversight of preservation activities, and identifies improvements in workflows or processes to ensure ADS adhere to best practices.
- Ensures verification and integrity of objects within the ADS archive (with Systems Manager).
- Raises awareness of ADS collections and work through Social Media, publication, or other such Partnerships and projects suited to the individual's professional interests.
- Assists Collections Development Manager with CPD course delivery.
- Archives smaller collections (ADS-easy) when required.
- Represents the ADS and communicated ADS work at strategic DPC events.
- Represents the ADS within FISH Terminologies Working Group.

3.10 Digital Archivist: Collections & Records

- Archives large and complex collections.
- Creates complex Special Collections for archives (including database and map-based interfaces).
- Provides technical advice and support to Depositors on large or strategically significant projects.
- Has responsibility for delivering small projects/deliverables relevant to the Grade 5 role and in support of the management team.
- Provides a mentoring role within the Archives team - advising on best practice where needed.
- Has responsibility for maintaining and updating ADS Curatorial Policy and Cataloguing Policy (with Deputy Director).
- Has responsibility for ensuring ADS Cataloguing Policy is implemented in all workflows.
- Ensures classification and organisation of ADS collections is consistent and fit for purpose.
- Provides oversight of metadata quality for all ADS catalogues (OMS, CMS, Library).
- Implements metadata enhancement and cataloguing initiatives and projects,
- Maintains the integrity, consistency, and quality of metadata within the ADS CMS and OMS.
- Raises awareness of ADS collections and work through Social Media, publication, or other such Partnerships and projects suited to the individual's professional interests.
- Assists Collections Development Manager with CPD course delivery.
- Archives smaller collections (ADS-easy when required).
- Represents ADS at TNA events.
- Represents ADS at DPC events.

3.11 Digital Archives Officer

- Archives smaller collections (ADS-easy).
- Creates Special Collections for archives (including database and map-based interfaces).
- Provides support for Collections Development Manager on specific archiving projects.
- Performs small maintenance tasks: updating ADS website, fixing metadata records etc.
- Provides support to ADS Helpdesk where required (including ADS-easy and OASIS).

- Raises awareness of ADS collections and preservation work through Social Media, conference presentations, and joint publications.
- Represents ADS at DPC events.
- Assists with ADS Undergraduate Teaching, CPD course delivery and mentoring of volunteers.

3.12 Digital Archives Assistant

- Archiving smaller collections (ADS-easy)
- Archiving large collections delivered through traditional means and where skills are appropriate.
- Small maintenance tasks: updating websites, fixing metadata records etc.
- Represents ADS at DPC events.
- ADS Helpdesk (including ADS-easy and OASIS)
- Raising awareness of ADS collections and work through Social Media and Conference presentations
- Assisting with ADS Undergraduate Teaching and mentoring of volunteers.

3.13 ADS Financial Administrator

- Act as a point of contact and respond to a wide range of financial enquiries from ADS staff, the Finance Department, and external suppliers .
- Process expense claim forms, cheque and cash proforma/ invoice requests.
- Use the ADS project tracking database to maintain an auditable financial filing system, accurately recording and processing financial transactions.
- Create purchase orders using the appropriate financial systems.
- Act as the main ADS Agresso user; run queries/ reports and answer staff queries as required; carry out the finance functions and advise other Agresso users; ensure effective housekeeping of the Agresso finance system.
- Process and code casual workers payroll claims including assisting with the checking their Right to Work, issuing contracts, booking tier 4 workers, allocating workers' pay to the correct departmental work order and dealing with queries from staff and students.
- Liaise with the Archaeology Department's Finance Assistant regarding processing of ADS credit card expenditure
- Operates the ADS Helpdesk and Collections email accounts.
- Provides support to the Collections Development Manager in providing advice and support to external customers.
- Provides routine archive costings to clients.
- Produces ADS/IA documentation and promotional material, including the ADS/IA Annual Report.

- Assists with the organisation of promotional/marketing events.
- Minutes ADS management and executive meetings where required.

4 Teams and Working Groups

To facilitate collaboration, and to ensure short-term objectives and longer-term strategic development in key areas, a number of sub-groups exist within the ADS.

4.1 Planning Group

The Planning Group consists of senior management and key staff. The group has oversight of all current external and internal projects, and establishes immediate priorities and objectives for all staff on a month-by-month basis. The group usually consists of:

- Director
- Deputy Director
- Research Projects Manager
- Collections Development Manager
- Systems Manager

4.2 Curatorial and Technical Staff (CATs)

The CATs group represents all staff who work on digital preservation, curation, and applications development tasks. The group discusses issues highlighted over a working month, including improvements to workflows, problems, and/or solutions to te. At each meeting a member of staff presents a focus on a particular aspect of ADS work for review and discussion. Findings and recommendations of the group are communicated to the Deputy Director. The group normally consists of all Digital Archivists and Applications Developers.