

# Job Description



## 1. Job Details:

<b>Job Title:</b>	<b>Digital Content Platforms Manager</b>	<b>Reports to:</b>	<b>Director, Digital Content &amp; Engagement</b>
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## 2. Job Purpose:

Oversees the implementation and development of the QNL digital repository and associated platforms to international standards and helps set the direction of digital library collection development and services.

**3. Job Dimensions:** The QNL digital library will ensure the accessibility of and showcase the cultural and scientific heritage of Qatar and the Gulf region and support scholarship in and about Qatar.

### Accountability for annual operating budget / project budget / sales revenue:

Nature of financial accountability: n/a		Magnitude of financial accountability: n/a	
<b># staff supervised:</b>	3	<b># direct reports:</b>	3
		<b># contractors/others:</b>	0

## 4. Key Result Areas:

### KEY RESULT AREAS

- Develop, manage, and assess the Library's digital collections and web archives in accordance with established standards and best practices
- In collaboration with the Director of Digital Content and Engagement, work to develop a long term strategy to position QNL to support digital scholarship
- Plans the development of the digital library, setting priorities and targets and developing workflows to manage the capture, description and preservation of repository content
- Coordinate gathering requirements from internal and external stakeholders to inform long term planning of digital library platforms and services
- Plan and implement an open access publishing services
- Develop programs and training to increase awareness of and engage stakeholders with digital library content
- Plan and delivers services including drafting policies and procedures, user support and training, conducting user-centered evaluations experience for digital platforms
- Work across library departments (heritage collections, digitization) to establish and coordinate best practice in metadata standards for digital curation
- Promote the digital content platforms to various communities and maintain the web content and associated documentation
- Identify opportunities for enhancing digital content platforms, showcasing content, and engaging new audiences –new technologies, linked data, partnerships
- Oversee the establishment of data curation and management practices in support of researchers
- Manage a team of specialists in data curation, user experience for digital platforms, design and copyright
- Liaise with the development team to evaluate new technologies, implement requirements, and improve the functionality of the repository and integration of digital content platforms
- Stay current with international developments and best practices in digital libraries, open access and data curation and engage with international partners such as DLF and IIF.

## 5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library policies & procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally sound manner. Work hours, days and locations

## DIGITAL CONTENT PLATFORMS MANAGER

will vary according to QNL requirements. Regularly scheduled evening and weekend work may be required.

### 6. Communications and Working Relationships:

- Supervisor – frequent contact to provide project updates and receive guidance and approvals
- QNL IT services- on systems and technology issues
- QNL Heritage Collections and Digitization departments- on workflows and metadata
- QNL Historical Research & Partnerships to identify collections and gather requirements for content platforms

### 7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

### 8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

### 9. Minimum Knowledge, Skills & Experience:

- ALA accredited MLS or equivalent master's degree in library or information science or similar post-graduate qualification in digital humanities
- Strong track record in the field of digital cultural heritage and scholarship including at least 6 years working with digital libraries
- Experience working with open digital library/repository systems e.g. Islandora, Hydra
- Demonstrable knowledge of digital library and data standards e.g. METS, Dublin Core, TEI, IIIF, RDF
- Experience working with open access publishing platforms
- Demonstrable project management skills
- Experience of delivering training to end users
- Knowledge of open standards and software
- Supervisory experience
- Familiarity with best practices in digital cultural heritage including handling various digital media types and associated preservation standards
- Familiarity with copyright and licensing issues pertaining to digital material and research data