

## THE POST

<b>College /Service:</b>	<b>Education &amp; Student Experience – Library &amp; Culture Services</b> <a href="http://as.exeter.ac.uk/">http://as.exeter.ac.uk/</a>
<b>Post:</b>	<b>Digital Humanities Analyst</b>
<b>Reference No:</b>	<b>P53925</b>
<b>Grade:</b>	<b>F</b>
<b>Reporting To:</b>	<b>Digital Humanities Manager</b>
<b>Responsible For:</b>	<b>Technical staff directly employed on research-funded projects, as required</b>

The above full-time, permanent post is available immediately in Education & Student Experience.

### **Job Description**

#### **Main purpose of the job:**

To provide support for the Digital Humanities related research activities of the College, including application development, bid-writing advice, advocacy of the Digital Humanities within the research community at Exeter, and contribution to the wider DH community nationally and globally, and to track new developments in the Digital Humanities field, with a view to deploying relevant technologies at Exeter.

Development work within the College is currently focused around a few key technologies (Zend Framework, Wordpress, Omeka, eXist+TEI) in conjunction with University-supported platforms such as TerminalFour's SiteManager, running on Linux-based virtual server clusters. The postholder will also be expected to investigate and recommend adoption of appropriate complementary or successor technologies, in discussion with colleagues, and in line with the College's sustainable digital development plans.

#### **Main duties and accountabilities:**

- To provide high-level support for academic staff working within Digital Humanities (DH), or using digital techniques for data gathering, analysis or dissemination for traditional humanities research;
- To assist the DH Manager in advising on, completing and signing off technical components of research applications, including AHRC technical plans and other data management plans;
- To plan technical aspects of research projects, including the specification and scheduling of resources, for applications and proposals;
- To work alongside academic members of the College, encouraging and assisting them to apply digital methods to their own research;
- To work directly on grant-funded research projects, completing technical deliverables;
- To lead on the promotion of digital techniques to enhance and publicise research within the College and its partners, including organising regular Digital Humanities workshops and symposia;
- To maintain a wide network of contacts in the Digital Humanities community nationally and globally;
- To actively investigate and deploy appropriate new technologies that can be applied to the research of the College;
- To plan and develop new and innovative resources according to a sustainable development model, using Open Source and Open Access principles;
- To provide support for innovative and specialist hardware such as the College's Artec 3D scanners and PhaseOne digitisation equipment;

- In conjunction with Open Access and Research Data Management staff, to advise on the sustainability and proper archiving of research data and outputs, through liaison with local and national data repositories;
- To lead aspects of team development and training of interns, colleagues and postgraduates, particularly in DH methodologies;
- To engage with a new programme of undergraduate and postgraduate modules in Digital Humanities theory and practice.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

### **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	Educated to degree level, or having equivalent experience, in Digital Humanities, a relevant Humanities or Arts discipline, Computer Science, or Information Science.	Postgraduate qualification in Digital Humanities, Information Science, a relevant Humanities or Arts discipline, Computer Science, or other related discipline.
Skills and Understanding	<p>Evidence of understanding of DH theory and practice.</p> <p>Proven broad knowledge of technologies and methods appropriate to Humanities research.</p> <p>Evidence of extensive, in-depth knowledge of specific DH tools and methods, e.g. for historical data analysis, data visualisation, network and text analysis, natural language processing, digitisation practice, topic modelling and/or knowledge representation.</p> <p>Demonstrable basic knowledge or better of text-encoding practice using TEI/XML.</p> <p>Understanding of metadata and basic semantic web technologies.</p>	<p>Proven skills in planning and resourcing technical aspects of research projects.</p> <p>Expertise in any of the following technologies, or equivalents: Python, R, WordPress plugin development, Omeka plugin development, eXist (or other XML-based software using XQuery and XSLT).</p> <p>Proven skills in user-experience, interaction and/or graphic design for web resources.</p> <p>Knowledge of the use of geolocation and digital mapping.</p> <p>Knowledge of mobile app development for Android and Apple iOS platforms.</p> <p>Understanding of the research grant application process for key funders (AHRC, ERC, Leverhulme Trust, BA, Wellcome Trust, etc.).</p>
Prior Experience	<p>Demonstrable experience of working in a Digital Humanities research context.</p> <p>Evidence of effective working with software developers and experience of data mining / manipulation in a humanities context.</p> <p>Demonstrable experience of working collaboratively within open access or open source projects.</p>	<p>Proven track record of collaboration on significant Digital Humanities projects.</p> <p>Experience of working within teams using agile methodologies e.g. Scrum.</p> <p>Experience of usability-focused development and testing environments.</p>
Behavioural Characteristics	<p>Self-guided learner.</p> <p>Self-motivated and able to use initiative.</p> <p>Ability to build productive working</p>	

	<p>relationships with support staff peers, academic staff and researchers, across the organisation and the DH wider community.</p> <p>Ability to work alongside academic colleagues and understand their requirements and needs.</p> <p>Capacity for lateral thought and initiative to overcome obstructions to problem solving.</p> <p>Excellent attention to detail and pursuit of accuracy in working practices.</p> <p>Team player, with ability to work dynamically, effectively and successfully within team structures.</p> <p>Enthusiasm for new innovations and willingness to lead on their adoption within Humanities research.</p> <p>Willingness to contribute to open source projects in the wider DH field.</p>	
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### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Gary Stringer, Digital Humanities Manager, telephone (+44 1392 72 4279) or email [G.B.Stringer@exeter.ac.uk](mailto:G.B.Stringer@exeter.ac.uk), quoting the job reference in the subject.

### **Additional Information Relating to the Post**

#### **Salary**

Salary will be £33,943 per annum.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

#### **Hours of work**

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

#### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

#### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

#### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the Home Office website at <http://www.ukba.homeoffice.gov.uk/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. For details on the scheme please go to the <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. More information about the USS scheme can be found at [www.uss.co.uk/members](http://www.uss.co.uk/members). The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme and if you wish to do so, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **24<sup>th</sup> November 2016**.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.