

THE POST

College/Service: Education and Student Support (College of Humanities)

Post: Data Support Officer (Digital Humanities)

Reference No: R48515

Grade: D

Reporting To: Head of Digital Humanities

Responsible For: n/a

The above full-time permanent post is available immediately in Library and Culture Services.

Job Description

Main purpose of the job:

The post holder will provide support for the Digital Humanities (DH) development and research team by documenting, proofing and archiving the data and content from research projects. They will work closely and collaboratively with the Head of Digital Humanities, the DH Research Fellows and DH-facing members of Exeter IT and Technical Services to support the full lifecycle of digital research of the College, from pre-application to the final data archiving and asset preservation stage. In particular, they will provide support for Humanities academic staff in preparing and publishing their research data in open and reusable forms, sharing responsibility for the quality and sustainability of research data outputs.

Main duties and accountabilities:

1. To provide technical support for the Humanities developer team, in the following areas:
 - a. Copy-editing, proofing and basic design of external-facing research websites, including the maintaining of Wordpress and Omeka sites for research projects, working alongside academic and PS colleagues to advise on content and design within parameters set in the DH Team's Sustainable Digital Development Plan;
 - b. With assistance from the developer team, engaging in basic template-driven development tasks, such as applying XSLT stylesheets and generating XQuery requests, to create data-driven web pages and searches as part of these research websites;
 - c. Eliciting and maintaining the documentation for technical aspects of projects, including recording of minutes for client meetings, maintenance of the project milestones, actions and metadata in the JIRA project management system, and gathering of API and source documentation, to ensure resilience and effective communication between DH developers and clients;
 - d. Administration of the College's version control repository, including the creation of new projects and branches, and the archiving of source code, working to Open Source principles wherever appropriate, and advocacy in its use amongst developers and academic colleagues;
 - e. Planning, design and administration of user tests including formal UAT and informal/exploratory user tests, as part of an agile software development process, under direction of the analyst / developer / researcher;

- f. Analysis and collation of Google Analytics results for research projects and resources, for inclusion into reports to funding bodies and press releases, and to advise the DH Analysts/Developers on SEO optimisations to increase website findability.
2. To liaise with Library, Exeter IT and other PS staff to ensure that digital outputs are effectively archived, in ORE and/or national repositories (e.g. the Archaeology Data Service), in forms that allow maximum reuse of the data and source code. This includes:
 - a. Data cleansing, preparation and reformatting to suitable data types for ingest into repositories, including the discovery of appropriate formats for new data types and the dissemination of best practice in this area amongst the developer team and the wider College;
 - b. Preparation of metadata for datasets, including IPR, formats and standards, working within appropriate and sustainable systems such as Dublin Core, TEI/XML, MARC and MODS/METS;
 - c. Liaison with academic colleagues and Library staff to ensure that appropriate copyright permissions and/or distribution licences are gained and documented;
 - d. The packaging and transfer of source code from the College's version control repository to ORE when appropriate;
 - e. Contribution to the DH Team's Sustainable Digital Development Plan, providing basic advice to academic staff, research students and other DH Team members on sustainable formats, interchange protocols (e.g. OAI-PMH), archiving requirements and sector trends;
 - f. Maintenance of the College's digital research data assets in ORE, ensuring that research outputs are represented in clear and attractive ways.
3. To promote, monitor and review the quality of research data assets, particularly TEI/XML-based texts, to ensure all outputs meet the standards and specifications defined in the application Technical Plan or DMP, including:
 - a. Designing, maintaining and deploying local file format, file naming and text encoding standards and guidelines for research projects, within the conventions commonly accepted and discussed in the Digital Humanities community;
 - b. Working alongside academic colleagues and postgraduates to provide guidance to them in TEI principles and practices, advising on problem texts and the complexities and subtleties of the TEI standard, and participating in the wider TEI community to resolve problems and shape best-practice with peers;
 - c. Analysing the requirements of individual projects to develop text encoding schema suitable for the research data to be recorded, through interpretation of the guidelines, adaptation to fit literary forms under research, and negotiation/arbitration with the developers and academic colleagues or clients;
 - d. Monitoring changes in standards such as TEI and image formats, to inform local text encoding guidelines and best practice for text-encoding projects, and providing advice on these changes to the developer team and to academic colleagues;
 - e. Validating and cleansing TEI material produced for research outputs,;
4. To provide basic research and administrative support for the DH Head, developers and researchers, including providing initial requirements, draft costings and scoping for technical work on research bids, and in conjunction with Library colleagues, providing support for bid components in the pre-submission stage, liaising with the Principle Investigators and with assistance from and approval by the DH team, and the Research Services Team.
5. Collation of timesheets from grant funded work across the team, and any other data required to ensure the full costs of all development work are recovered from grant funding bodies.

Training in digital methods, sustainability and development, and in specific methods including TEI/XML, is available as part of the role.

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

Competency	Essential	Desirable
Attainments/Qualifications	Educated to degree level or equivalent experience	Educated to degree level in a humanities discipline, archival or library science, or with equivalent experience
Skills and Understanding	<p>Excellent communication skills</p> <p>Demonstrable skills and experience in web content management using (e.g.) Terminal4 SiteManager</p> <p>Understanding of principles of data sustainability, open access and metadata creation</p> <p>Understanding of a broad range of data formats and web standards</p>	<p>Demonstrable skills in eliciting information from clients to produce web content</p> <p>Basic understanding of the research funding process (pre- and post-application)</p> <p>Knowledge of Google Analytics filtering and analysis techniques</p> <p>Good working knowledge of TEI/XML in a Digital Humanities context, and the ability to communicate this clearly and effectively</p> <p>Understanding of the advantages and disadvantages of specific formats for longevity and data preservation</p>
Prior Experience	Experience of working closely with clients to create content and datasets	<p>Experience of liaising across a wide range of job families, from senior academic staff through professional services colleagues of all grades, to members of the public</p> <p>Experience of working in collaboration with cultural and arts organisations</p> <p>Experience of working on Digital Humanities projects</p> <p>Experience of working within an agile software development methodology</p> <p>Experience of working within a busy team</p>
Behavioural Characteristics	<p>Keen attention to detail</p> <p>Methodical and creative approach to tasks and problem solving</p> <p>Ability to work accurately and assess the accuracy of others</p> <p>Patient and persistent</p> <p>Capability for critical thought and reflective practice</p> <p>Attitude of continuous improvement and questioning of existing processes and methods</p> <p>Ability to relate to a wide range of staff</p>	

	Ability to learn new technologies and methods and adapt them to current research in the Humanities Willingness to participate in the wider international DH community	
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Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Gary Stringer (Head of Digital Humanities), telephone (01392 72 4279) or email G.B.Stringer@exeter.ac.uk, quoting the post reference number in the subject of your email.

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.