



Welcome to our information pack for the post of:

Digital Preservation Data Specialist

The following information is provided to assist your application. Information about the BFI can be found at our website: www.bfi.org.uk with information specifically about job vacancies at www.bfi.org.uk/about-bfi/job-opportunities

1.	Welcome and how to apply:	Page 2
2.	The advert	Page 3
3.	The package	Page 4
4.	The BFI plus link to our 2017/18 BFI Annual Review http://www.bfi.org.uk/about-bfi/annual-review-management-agreement	Page 5
5.	The role	Page 7
6.	BFI Executive Organisation Chart	Page 11
7.	Collections & Information Department Organisation Chart	Page 12

Welcome to our information pack for the post of:

Digital Preservation Data Specialist
Fixed Term Contract – 18 Months
We offer flexible working

Thank you for your interest in the post. I hope that you find this information pack helpful and we look forward to receiving your application. The successful applicant will be joining the BFI at a hugely important and pivotal time.

1. How to Apply:

To apply please click the *Apply Online* button and complete our online application form, including a supporting statement regarding what you bring to the role and how you meet the criteria of the person specification plus our completed equality & diversity monitoring form.

Please submit your application by midnight on **Monday 30th September 2019**. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk or telephone: 0207 957 4706 who will be happy to help. Please be aware that Google Chrome users may experience technical issues when submitting an application online and are recommended to use an alternative browser.

First interviews will be held on **15th October 2019**.

If you have any questions or want to discuss the post prior to applying please contact me at: lucy.wales@bfi.org.uk.

I look forward to receiving your application.

Lucy Wales
Digital Preservation and Data Manager

2. Job Advert



Digital Preservation Data Specialist **Salary £23,433- £27,690 plus generous benefits package** **Fixed Term Contract – 18 Months**

We are looking for a Digital Preservation Data Specialist to support mass digitisation project workflows to support meeting BFI's preservation and access objective of mass digitisation and 'born-digital' acquisitions.

This is a great opportunity to utilise your technical skills and expertise to play a significant role in preserving film heritage in the heart of the BFI National Archive.

You will have a qualification at NVQ level 3 or A-Level, or equivalent experience working in a digital media or data role. . You will also have experience of working with digital media formats or audio visual technologies and equipment, be able to recognise and diagnose technical problems, and understand the potential issues and challenges of mass digitisation.

Based at either the BFI National Archive in Berkhamsted or BFI Stephen Street in London; (some travel will be required between sites), you will enjoy benefits such as our pension scheme, excellent support for working parents, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

Further details about the post can be obtained by visiting www.bfi.org.uk/about-bfi/job-opportunities.

The closing date for applications is **midnight on Monday 30th September 2019**.
First interviews will be held on **15th October 2019**.



We support diversity and inclusion

3. The package - salary and benefits

All roles at the BFI are individually evaluated. This role is graded at Level 2A and the salary range is £23,433 to £27,690 per annum.

We would normally aim to recruit to the minimum point of the pay scale, but will match to the nearest point within our pay scale (where possible) the successful candidate's current salary within a similar external role.

After successfully completing our 6 months' probation period candidates will progress to the spot rate for the role at £25,599 (if not appointed at that rate or higher).

Benefits

At the BFI we offer a wide range of benefits to our employees including:-

- BFI pension scheme
- 28-33 days paid annual leave (excluding Bank Holidays)
- Support for working families: generous contribution to childcare costs; childcare vouchers; enhanced maternity, 4 weeks paid parental leave and enhanced shared parental pay
- We promote and support flexible working
- Our Employee Assistance Programme provides advice and support for employees and their key family members across all life events
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events and Film Festivals (the BFI London Film Festival and FLARE)
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% employee discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% employee discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% employee discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

Certain conditions apply on some benefits and these details are available from Human Resources. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.

Diversity & Inclusion

The BFI takes our responsibility to engage and develop our employees seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager.
- Meetings are held at Directorate, Department, team and individual level with 'all employee' events each quarter.
- Our brand values are 'Approachable, Inspiring and Responsive'.
- We are committed to promoting diversity and inclusion across all our activities. A cross BFI representative steering group assists us plan and monitor our initiatives.
- Our mean gender pay gap was 0.4% as at 31 March 2018.
- We are a disability confident employer.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health First Aiders at each main site.
- We regularly review our staff engagement strategies to see how we are doing

People Engagement and Wellbeing

The BFI takes our responsibility to engage and develop our employees seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager.
- Meetings are held at Directorate, Department, team and individual level with 'all employee' events each quarter.
- Our brand values are 'Approachable, Inspiring and Responsive'.
- We are committed to promoting diversity and inclusion across all our activities. A cross BFI representative steering group assists us plan and monitor our initiatives.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health 1st Aiders at each main site, we took part in the MIND Wellbeing Index in 2017/18 and run regular workshops and initiatives
- We regularly review our staff engagement strategies to see how we are doing

4. The BFI

The BFI is an internationally recognised cultural body, and the lead organisation for film in the UK. We are a Government arm's-length body and distributor of Lottery funds for film. We serve a public role which covers the cultural, creative and economic aspects of film in the UK. The BFI delivers this role:

- As the UK-wide organisation for film, we are governed by Royal Charter and we are a charity core funded by Government “to promote the art of film, television and the moving image”
- By providing Lottery and Government funds for film across the UK
- By working with partners to advance the position of film in the UK.

Our ambition is to create a flourishing screen environment in which innovation, opportunity and creativity can thrive by:

- Connecting audiences to the widest choice of British and world cinema
- Preserving and restoring the most significant collection of film, television and the moving image in the world for today and future generations
- Championing emerging and world class filmmakers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of filmmakers and audiences

Founded in 1933 the BFI is a registered charity governed by Royal Charter. The BFI Board of Governors is chaired by Josh Berger CBE.

[BFI2022](#) is our strategic plan for film for 2017-2022. It focuses on our three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences. The strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

5. The Role

Directorate: Programme

Department: Collections & Information: Data & Digital Preservation

Role: Digital Preservation Data Specialist

Grade: 2A

Accountable to: Digital Preservation and Data Manager

Location: Stephen Street or Berkhamsted

Main contacts: Digital Preservation and Data Manager; Digital Media Specialist Team Leader; Digital Media Specialist; Data and Digital Preservation dept colleagues; Collections Management and Conservation dept colleagues; external Supplier Ovation Data Services

Main Aims

The aim of this role is to undertake the digital preservation and data workflows for BFI National Archive files currently on LTO data tapes and external storage devices outside of the BFI's Digital Preservation Infrastructure, by completing the required validation, documentation, media management and ingest activities

Key Responsibilities

Manage the delivery of digital files on portable storage devices from an external supplier, tracking delivery batches and reporting progress against expected timescales, using appropriate tools

Prepare the files for ingest into the BFI's Digital Preservation Infrastructure (DPI), by undertaking assessment, validation, documentation and media management activities as required, and stewarding files through automated workflows where relevant

Manage the exceptions process for files which do not initially meet the criteria for ingest to DPI, liaising with relevant BFI National Archive colleagues to establish effective remedial workflows

Use the BFI Collections Information Database (CID) to create or amend cataloguing information in order to facilitate ingest and retrieval

Identify and fix errors, including filenaming problems, documentation gaps, file metadata anomalies - during the ingest process

Manage the flow of a subset of files through a RAWcooked workflow, to create preservation-ready files for ingest, and undertake relevant compliance checking activity to ensure quality control

Extract files from external storage (including LTO tapes and portable hard drives) and process them through the agreed validation, media management and ingest workflows

Prepare reports on the progress of batches through the processing workflows, identifying issues or bottlenecks to stakeholders

Undertake regular and disciplined media management for relevant storage resources, with attention to established policies, standards and best practices.

Prepare data in spreadsheets for import into the BFI Collections Information Database (CID)

Approach

To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.

To be supportive and good team player, supporting others where you can, and actively participating in team meetings, events and the induction and training of new team members

To promote and support diversity and inclusion in all activities

To be an ambassador for the BFI through maintaining a professional approach at all times.

The post holder must at all times carry out their responsibilities with due regard to the BFI's policies and procedures

To undertake any other activities that may be reasonably required.

Job descriptions are reviewed annually by the post holder and the line manager as part of performance reviews to ensure that they remain current

Digital Preservation Data Specialist Person Specification

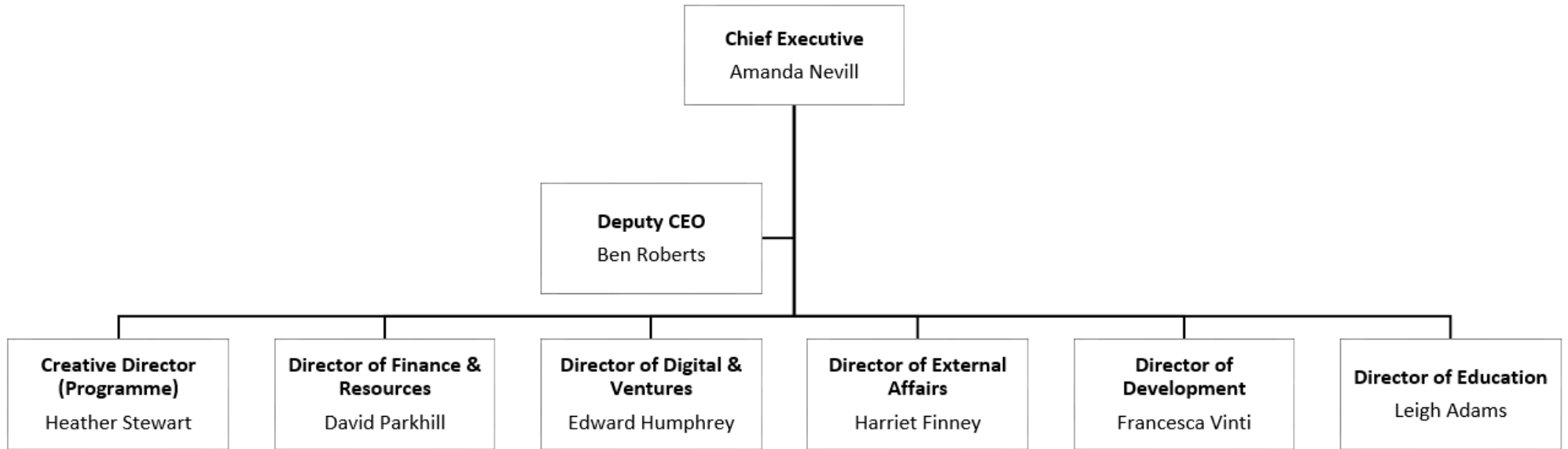
Minimum requirements:

- A-Level and/or NVQ3 qualification or a minimum of 1 year relevant experience working in a digital media or data role.
- Experience of working with digital media formats or audio visual technologies, software and equipment
- Ability to recognise and diagnose technical problems and where appropriate deliver concise feedback to inform remedial action
- Understanding of Digital Preservation practices and technologies, and their application to audio visual media
- Experience of creating and editing structured data in tools such as Microsoft Excel, Google Sheets or Libre Office, ideally with some use of bulk data processes
- Ability to undertake data entry and editing with good attention to detail and accuracy
- An understanding of potential issues with mass digitisation and preservation of film, would be an advantage
- Awareness of open source development – especially in the field of moving image digital preservation - would be an advantage
- Experience of using a Linux operating system as well as Apple Mac and Microsoft Windows, would be an advantage
- Good communication skills with the ability to deal effectively with people at all levels
- The aptitude to carry out all activities supporting our brand values ‘Approachable, Inspiring, Responsive’
- An applied demonstrable commitment to the principles of diversity and inclusion whilst carrying out all responsibilities
- A proven track record of working as a supportive team member

- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment.
- A competent Microsoft Office user
- A commitment to continual professional development

September 2019

6. BFI Executive Structure:



7. Collections & Information: Data & Digital Preservation Department Organisation Chart

