Welcome to our information pack

Collections & Information Developer

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

Welcome to our information pack:

Collections & Information Developer

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. The post of Collections & Information Developer will play a crucial role to ensure our success going forward.

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 **Sunday 9 February 2020.** If you experience any technical difficulties or require reasonable adjustments for the application process please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk or telephone: 0207 957 3701 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.

If you are a BFI internal applicant please click on MY BFI ACCOUNT via My BFI.

First interviews will be held on **28 February 2020.**

Second interviews will be held on **3 or 5 March 2020**

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

I look forward to receiving your application.

Stephen McConnachie
Head of Data & Digital Preservation

2.   Job Advert

Collections & Information Developer

Salary £36,024- £42,570 plus generous benefits package
We support flexible working

We are seeking a Python developer to deliver high quality, sustainable tools, workflows and applications to address the key challenges in acquiring, documenting, preserving, analysing and accessing BFI National Archive collections.

The successful candidate will be educated to degree level or equivalent with extensive demonstrable experience in development and delivery of Python-based solutions to achieve effective digital media and data workflows within a cultural heritage or similar organisation. They will be responsible for updating legacy Python applications to current version, implementing effective dependencies management, and version control and code documentation.

They will have a thorough understanding of established tools for digital preservation and data management in a cultural heritage organisation, along with knowledge of digital preservation principles and practices. A proven engagement with open source software development would be a distinct advantage.

Based at BFI Stephen Street, 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 **Sunday 9 February 2020**
First interviews will be held on **28 February 2020**
Second interviews will be held on **3 or 5 March 2020**

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 3A and the salary range is £36,024 to £42,570.

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 £39,360 (if not appointed at that rate or higher).

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 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.

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, a charity core funded by Government
- 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 film collection 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).

Diversity & Inclusion

We welcome applicants from all backgrounds.

We want to make sure our workforce is diverse and representative of the communities we work with, and that our opportunities are open to all.

- We are Stonewall Champions. Stonewall works for equality and justice for lesbian, gay, bi and trans individuals.
- We are a Disability Confident employer, accredited by Jobcentre Plus.
- Our two areas of under-representation are BAME re ethnicity and disabled people. To encourage applications from both communities, all candidates who meet our job specification minimum requirements for the role they have applied to are invited to stage 1 of our selection process.
- We are members of the Employer's Network for Equality and Inclusion.

- We are members of the Southbank Employers Group, a partnership with a long-term commitment to improving the everyday experience of the area for employees, visitors and residents alike.

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.
- 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

Collections and Information Developer
Job Description

Directorate: Programme

Department: Collections & Information

Job Title: Collections and Information Developer

Level/Grade: 3A

Accountable to: Head of Data and Digital Preservation

Responsible for: n/a

Main contacts: Head of Data and Digital Preservation; Digital Preservation and Data Manager; Collections Systems Manager; Information Manager; key members of Collections Management, Conservation, Curatorial, Library and Digital staff; data and systems specialists in film archives and other cultural heritage organisations; international professional bodies and peer communities

Location: Central London (with occasional travel to Berkhamsted site as required)

Main Aims:

- Develop and deliver the necessary tools and processes to address the key challenges in acquiring, documenting, preserving, analysing and accessing BFI National Archive collections.

- Take responsibility for the scoping, development, implementation, and maintenance of tools, services, processes and applications to achieve efficiencies in data creation, improvement and preservation within the BFI's Collections Information Database, Digital Preservation Infrastructure, and associated collections systems.

Key Responsibilities:

- Develop complex toolsets and automated workflows to help manage the selection, digitisation, documentation and digital preservation of BFI National Archive collections, including descriptive and technical metadata management, file processing, optimisation, validation and conformance, and ingest to the Digital Preservation Infrastructure with required fixity assurance.

- Take responsibility for updating the BFI National Archive's legacy Python codebase to current supported version, while implementing robust Python dependency management systems – to ensure sustainability, transparency and resilience, and minimise risk to critical archival processes.

- Implement and manage robust unit and integration testing, git version control and code documentation policies and practices, including documentation of deployment requirements.

- Take an active role in delivering training and support to staff utilising developed applications and workflows.

- Work proactively with peer managers - Collections Systems, Digital Preservation and Data, and Information - to ensure that all software created aligns with established systems, data and information policies and practices.

- In consultation with the Digital Preservation and Data Manager, take the lead on developing and implementing sustainable tools and programmatic workflows to achieve best practice in all areas of digital preservation and access, aligning with BFI National Archive digital preservation policies.

- Work proactively with Collections & Information managers to undertake detailed analysis of archival workflows – acquisition, documentation, digitisation, processing, preservation and access – to identify opportunities for optimisation and automation, and to develop, test and deploy solutions.

- Utilise open source software and frameworks where possible, and contribute to open source community projects on behalf of the BFI, where suitable.

- Liaise with colleagues in the Archive Technology team to ensure effective deployment of software on the most appropriate hardware and environments, and contribute to testing, troubleshooting and optimisation, to deliver the scale and performance required to achieve BFI National Archive objectives in mass digitisation and preservation.

- Work with Curatorial and other stakeholders to develop solutions for the effective acquisition of born-digital collections, including streamlining of documentation, validation, conformance and digital preservation outcomes.

- Provide technical expertise and analytical input to assist Collections & Information managers with scoping and requirements gathering for data or

collections systems, and contribute to procurement and deployment activity.

- Provide full line management of a junior developer if recruited; including appraisal, sickness absence and performance management

- Develop and deliver an informal upskilling programme for Collections & Information colleagues in appropriate open source tools for effective digital collections and data workflows: including general command line scripting and specific resources such as ffmpeg, Python, Git, Linux, RAWcooked, MediaInfo.

- Support data quality assurance and quality control objectives by creating tools to audit and report on agreed data models and standards, and provide technical support for mass data improvement initiatives across all BFI collections data.

- In liaison with relevant Collections & Information staff, take responsibility for gathering requirements for data export, reporting and analysis, and develop tools to deliver those requirements in support of business analysis and planning activities.

- Provide technical support and guidance to the Digital Preservation and Data Manager and Curatorial stakeholders, in the development and implementation of practices for acquiring, preserving and making accessible emerging media formats such as Virtual Reality and Video Games.

- To provide cover for other managers as required/line management

- To encourage and develop cross team working and collaboration between teams, with teams outside of the Department and Directorate, and with external partners and stakeholders

- To undertake policy research, design and development work as required.

- To track progress and provide regular management reports

- To keep abreast of changes in best practice to ensure that BFI thinking and practice is leading edge.

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

Collections and Information Developer
Person Specification

Minimum requirements:

- Degree or postgraduate qualification in cultural heritage, librarianship, information management, information technology or similar

- Demonstrable experience (2 years minimum) of developing and deploying Python-based solutions to achieve effective digital media and data workflows within a cultural heritage or similar organisation

- Proven experience of updating legacy Python applications to current version, implementing effective dependencies management, version control and code documentation

- Experience of providing documentation, end-user training and support for software you have created

- Previous experience of line management would be an advantage

- Thorough understanding of established tools for digital preservation and data management in a cultural heritage organisation – data storage infrastructure, databases, open source software, APIs, etc

- Demonstrable understanding of digitisation and digital preservation principles and practices: validation and normalisation, fixity and integrity, migration etc

- Demonstrable understanding of collections management principles and practices - acquisition, documentation, location control, preservation, access, etc – would be an advantage

- Understanding of relevant sector metadata and collections management standards, such as EN15907, PB Core, ISAD(G), Spectrum; and digital preservation frameworks such as OAIS and PREMIS

- Experience of contributing to, or working with, Open Source software would be a distinct advantage

- Competence in Linux, Apple and Windows operating systems, and ideally experience in developing tools for use in a multi-OS working environment

- Awareness of technologies and frameworks for delivering online access to digital media – such as IIIF - would be an advantage

- Excellent organisational skills with the ability to prioritise and to manage and meet deadlines

- Excellent communication and presentation skills with the ability to deal effectively with people at all levels

- Good understanding of planning and budgetary principles

- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders

- The ability to prioritise and ensure that key deliverables are monitored, on target or appropriate action taken if not

- 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

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.

February 2020

6. BFI Executive Structure:

Chief Executive
Amanda Nevill

Deputy CEO
Ben Roberts

Creative Director (Programme)	**Director of Finance & Resources**	**Director of Digital & Ventures**	**Director of External Affairs**	**Director of Development**	**Director of Education**
Heather Stewart	David Parkhill	Edward Humphrey	Harriet Finney	Francesca Vinti	Leigh Adams
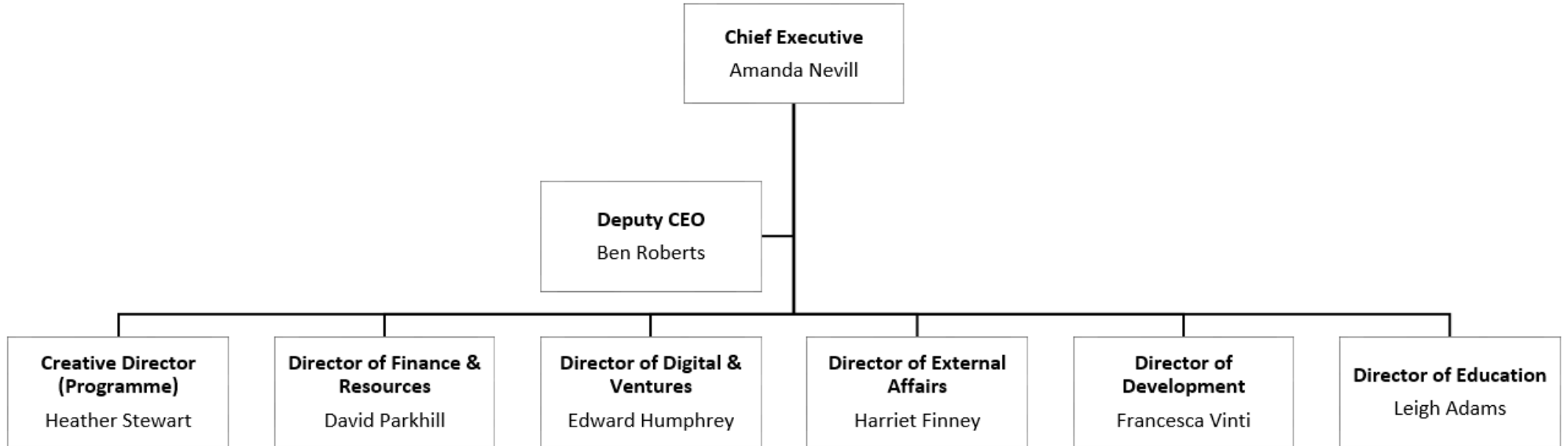
7. Collections & Information; Data & Digital Preservation Organisation Chart

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                          Director of
                          Collections
                              │
                              ▼
                        Head of Data &
                          Digital
                        Preservation
                              │
        ┌──────────────┬──────────────┴──────────────┬──────────────┐
        ▼              ▼                              ▼              ▼
   Collections      Digital                      Information    Collections &
   Systems Manager  Preservation &               Manager        Information
        │           Data Manager                     │          Developer
        │               │                            │
   ┌────┴────┐          │                       ┌────┴────┐      VACANCY
   ▼         ▼          ▼                       ▼         ▼
Collections Collections Digital Media       Information  Documentation
Systems     Systems    Specialists Team     Specialist   Team Leader
Specialist  Specialist Leader
                           │               Filmography Diversity
                           │               Researcher
        ┌──────────────────┘
        ▼                                                Documentation  Documentation
Digital Media Specialist                                 Editor         Editor
            Digital Preservation & Data
            Specialist                     Data Specialist H22
                                                         Documentation  Documentation
                                                         Editor         Editor
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