Deputy Director, Archaeology Data Service
Department of Archaeology

Closing date: 14 October 2018
Interview date: 23 November 2018
Vacancy reference: 7002
INTRODUCTION

The Archaeology Data Service (ADS) provides digital data archiving services for UK archaeology. It is based in the University of York but works closely with external partners, both in Higher Education and in the public and commercial archaeological sectors. All archived data is available Open Access and ADS funding is equally split between data deposit charges and research and consultancy, including many international projects. The ADS also manages the highly regarded Open Access journal, *Internet Archaeology*. Currently around a dozen staff are employed. Following an internal review of ADS business processes and subsequent restructuring this is a new role which will provide operational management for the ADS and deputise for the Director.
Main purpose of the role

The Deputy Director will hold responsibility for all day-to-day operational issues of the Archaeology Data Service and Internet Archaeology, deputising for the Director, with whom they will have a shared responsibility for the strategic development of the ADS and Internet Archaeology.

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)

- Line managing and leading ADS and Internet Archaeology staff, setting overall goals and direction of teams, taking team management decisions and optimising resources to ensure that work area objectives are consistently met;
- Prioritising competing demands for the time of Applications Developers, Project Managers and Digital Archivists;
- Maximising the performance of the ADS/Internet Archaeology team, and carry out performance reviews to ensure that any training and development needs which are identified are met;
- Maintaining and improving the financial position of ADS/Internet Archaeology, developing new business, preparing funding applications, and ensuring pricing strategy is effective in covering all overheads;
- Working with Professional Services staff across the University, including IT Services, HR, Marketing and Research & Enterprise, managing the services received by ADS;
- Representing the ADS/Internet Archaeology at national level with major stakeholders such as Historic England, Historic Environment Scotland, UKRI (UK Research and Innovation), and major commercial clients, thus helping to achieve the ADS strategic aim of leading thinking around digital archiving;
- Directing the work of the Collections Development Manager and Archives Manager to maintain the pipeline of new work;
- Working with the Director to develop strategic thinking about the future of the ADS/Internet Archaeology;
- Responsibility for handling emerging areas of work such as GDPR compliance;
- Maintaining oversight of all ADS projects;
- Undertaking project management for some major ADS projects;
- Preparing applications to funders;
- Deputising for the Director as required;
- Chairing ADS/Internet Archaeology meetings as required;
- Representing the ADS/Internet Archaeology at national and international meetings as required;
- Maintaining personal development and keep up-to-date with relevant competitor, national and international developments.

You will report directly to the ADS Director and you will be expected to work closely with other members of staff in the Archaeology Data Service, Internet Archaeology, the wider University including the Department of Archaeology, and external organisations.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
# PERSON SPECIFICATION

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Relevant first degree and postgraduate qualification, at least one of which should be within archaeology or digital archiving</td>
<td>Essential</td>
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## Knowledge

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<tr>
<td>Knowledge of the organisation of, and key players in, the historic environment sector across the UK</td>
<td>Essential</td>
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<td>Wide-ranging archaeological knowledge</td>
<td>Desirable</td>
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<td>Knowledge of the approaches to digital preservation and the key players in the field</td>
<td>Desirable</td>
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<td>Knowledge of the organisational structure of higher education in the UK</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>Ability to line manage a team of staff and to apply available resources to optimum effect</td>
<td>Essential</td>
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<td>Ability to review strategic and operational procedures and processes, ensuring they are fit for purpose and maximise efficiency, make recommendations for improvements as identified and implement agreed change</td>
<td>Essential</td>
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<td>Ability to write clearly, concisely and persuasively, for reports and publications, including online-publications</td>
<td>Essential</td>
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<td>Strong IT skills: including word processing, email, expertise in manipulating databases and spreadsheets, and establishing/managing online information</td>
<td>Essential</td>
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<td>Excellent oral and written communication skills, with the ability to deliver presentations to national and international conferences and to engage an audience</td>
<td>Essential</td>
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<td>A high degree of attention to detail</td>
<td>Essential</td>
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<th>Experience</th>
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<tr>
<td>Experience of working in a management role</td>
<td>Essential</td>
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<td>Experience in leading and motivating others to achieve results</td>
<td>Essential</td>
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<td>Experience in writing reports</td>
<td>Essential</td>
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<td>Experience in preparing funding applications</td>
<td>Essential</td>
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<td>Experience in project management</td>
<td>Essential</td>
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## Personal attributes

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<tr>
<td>Demonstrable ability to lead and work as part of a team</td>
<td>Essential</td>
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<td>Organised and flexible, able to prioritise</td>
<td>Essential</td>
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<td>Demonstrable initiative</td>
<td>Essential</td>
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<td>Highly motivated; able to work independently.</td>
<td>Essential</td>
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<td>Able to travel in UK and abroad and to work outside normal office hours, with notice</td>
<td>Essential</td>
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<td>Able to influence others to follow a specific course of action</td>
<td>Essential</td>
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The Archaeology Data Service (ADS) is a digital repository founded in 1996 and comprises a small team of around 12 staff. It supports research, learning and teaching with freely available, high quality and dependable digital resources. It does this by providing digital repository services for the historic environment sector in the UK and works closely with national and regional heritage agencies, as well as with the commercial archaeological sector. It has developed and managed OASIS, on behalf of the historic environment sector since 2000. The ADS promotes good practice in the use of digital data in archaeology, it provides technical advice to the research and professional archaeological community, and supports the deployment of digital technologies. It is a member of the Digital Preservation Coalition and in 2010 it was awarded the Data Seal of Approval. In 2012 it was awarded the Digital Preservation Coalition’s Decennial Award for the most outstanding contribution to digital preservation of the last decade. The ADS is also seen as a major international player in digital archiving and at any one time is usually working on three international research projects.

The ADS is hosted by the Department of Archaeology, in the historic King’s Manor in the centre of the City of York. The Department is a lively community of over 300 undergraduate students and 275 postgraduates, and over 60 academic and project staff. It runs 5 undergraduate and 15 postgraduate programmes and is one of the top archaeology departments in the UK. In 2011 the work of the Department and the ADS earned it the Queen’s Anniversary prize for Higher and Further Education.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York
Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7002
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 14 October 2018.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to julian.richards@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835