Digital Creativity Advisor

**Department:** Library, Archives and Learning Services / Digital Inclusion, Skills and Creativity

**Hours of work:** Part time | 29.60 hours per week | 0.8 FTE

**Contract type:** 1 Year Fixed Term

**Salary:** Grade 6 | £34,308 - £42,155 per year, reduced pro-rata for part time working
Introduction

The University is seeking an enthusiastic, proactive, self-motivated and highly organised individual who can make a positive contribution to the development of our ongoing work in Digital Creativity across all faculties.

Digital Creativity at York is concerned with how cutting-edge digital technology can support and develop creativity to enhance research, teaching and learning. It might include applying a new video technology to visualise research data to increase its impact, or exploring archive material using AI to draw out new insights. Creativity is one of the University’s Research Themes and in particular, the University has been developing its strengths in Digital Creativity in recent years. We are looking to consolidate this activity by embedding support and advice within both the University Library and Archives and the Humanities Research Centre.

This role will be based in the Library, Archives and Learning Services (LALS) directorate and the Digital Inclusion, Skills and Creativity (DISC) team. DISC supports students, staff and researchers in their development and confidence towards being highly skilled members of society through the provision of a coherent, comprehensive digital skills offer. The role will also work closely and collaborate with colleagues from Arts and Humanities and the Screen Industry Growth Network (SIGN) and XR Stories.

Main purpose of the role

As a newly established, fixed term post, the Digital Creativity Adviser will work closely with a range of academic and professional services stakeholders to develop and promote digital creativity at the University. This will include but not be limited too:

- explore community building activities to bring together researchers, staff, students and partners to promote collaboration on digital creativity projects
- implement a suite of training and advice tools to support researchers in developing skills, funding bids and projects.
- act as a focal point to bring together the many projects and initiatives across departments to help invigorate digital creativity and share knowledge within and outside of the University
- being a key link to relevant cultural and creative sector partners, events and activities in York and the wider region.

Key responsibilities

1. Role Specific Responsibilities

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

- Fostering collaborative relationships across relevant Professional Services teams (including University Library and Archives, Research Software Engineer Team, Research Development Managers) and academic departments, with the aim of enhancing and embedding sustainable support for Digital Creativity which meets the needs of academic staff and is communicated specifically in a way that chimes with colleagues in the Arts and Humanities Faculty.
- Developing a Digital Creativity online presence and associated content to include: a. Signposting to internal and external resources b. Development of case studies, including use of innovative media content to promote and disseminate relevant activities c. Exploring the possibility of developing ‘How to’ guides on a range of Digital Creativity related activities.
• Developing Digital Creativity networking and training events, both within the University and with relevant external partners, working with the Library and Archives and Research Software Engineer team to agree standard support services/provision for typical research projects.
• Working with the Research Software Engineers to develop pathways to support Digital Creativity research which requires cutting-edge technological or computational research thinking, and promote different and more ambitious ways of working.
• Explore models of good practice where Digital Creativity has been embedded successfully in faculties and making recommendations for delivery at York.
• Provide a single point of contact to liaise between, connect and provide additional support to both new and existing relevant research projects with relevant Professional Services teams.
• Represent, promote and disseminate activity relevant to Digital Creativity within the institution and with external partners through a variety of media, included but not limited to a regular newsletter and website updates.

2. **University of York Responsibilities for Grade 6**

**Service and Operational Delivery**

- Oversee a responsive and proactive support service to ensure service expectations are met.
- Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
- Contribute to operational leadership teams and decision making to shape the nature and level of support services.
- Implement changes to the design and development of a service.
- Accountable for delivery of a service within a defined area or defined responsibilities.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis

**Continuous Improvement**

- Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
- Ensure the review and improvement of systems and procedures in line with University frameworks.
- Review internal and external practice to identify opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills, and ensure training and development needs of the team are met.
- Deliver knowledge sharing on specialist defined processes across the broader team.
Specialist Contribution

- Provide advice to stakeholders in relation to complex policy, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

- Plan, organise and prioritise the work of self and team members on a regular basis, taking into account operational needs and changing circumstances over the short to mid term.
- Contribute to longer term strategic/planning of the team’s work.
- Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
## Person specification

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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tr>
<td>Postgraduate degree or equivalent professional experience in an academic environment</td>
<td>Desirable</td>
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<td>Experience of working in an environment which combines digital with creativity or a similar environment combining research, creative practice or other relevant activity with digital solutions</td>
<td>Desirable</td>
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<td>Understanding and experience of methods for collecting, managing and presenting digital data such as websites, large-scale computational datasets, social media</td>
<td>Desirable</td>
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<tr>
<td>Proficient with technologies currently used in Digital Creativity and archival projects, such as digitisation, content creation, digital asset management, and common software.</td>
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<td>Knowledge of current discussions, trends and activities in Digital Creativity or Humanities in the Higher Education sector</td>
<td>Desirable</td>
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<td>Knowledge of the changes, challenges and opportunities facing the HE sector and their implications</td>
<td>Desirable</td>
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<td>Understanding of the Research &amp; Innovation agenda and policy landscape within higher education.</td>
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<td>Knowledge and experience of library, museum and archive collections, and methods of working with them</td>
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### Qualifications:

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience. **Essential**

### Skills - demonstrates the ability to:

- Lead projects **Essential**
- Gather, analyse, interpret and report complex data/information **Essential**
- Use digital technologies including Google applications and/or Microsoft Office **Essential**
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools **Essential**

### Behaviours:

- Works collaboratively with others **Essential**
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<td>Delivers a quality service</td>
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<td>Develops self and others</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
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