Manager Lens

Management and Quality Assurance

Resource Management
- **Understands** data management requirements
- **Is able to** respond to staff recruitment and development needs
- **Is able to** undertake financial planning, cost analysis, economic sustainability
- **Is able to** undertake business planning in line with institutional goals
- **Is able to** make sound decisions based on information produced by project team
- **Is able to** motivate staff
- **Is able to** create a team environment
- **Is able to** plan and implement sound staff training and development
- **Is able to** make sustainable storage decisions in institutional context
- **Is able to** create, manage, monitor project plans
- **Is able to** undertake project management activities and innovative practices
- **Is able to** produce relevant information to support decision-making

Audit and Certification
- **Understands** audit / certification standards
- **Is able to** lead repository through certification process
- **Is able to** respond to audit report and build new service plan where required
- **Is able to** prepare effectively for an audit of curation functions

Risk Management
- **Understands** risk management theory and standards
- **Is able to** apply risk management practice, techniques and standards to digital curation activity within institutional risk management context
- **Is able to** undertake succession planning
- **Is able to** assess, analyse, monitor and communicate risks

Knowledge and Intellectual Abilities

Subject Knowledge
- **Understands** subject-specific knowledge and definitions
- **Understands** fundamental digital curation principles including lifecycles
- **Understands** designated community
- **Understands** digital curation and preservation terminology
- **Understands** scope of team responsibilities within institution
- **Understands** scope of own role within institutional context
- **Is aware of** relevance of, and need for, digital curation activity within subject context
- **Is aware of** digital curation tools (at high level)
- **Is aware of** digital preservation standards
- **Is able to** scope the boundaries for digital curation at institution
- **Is able to** select appropriate technological solutions
- **Is able to** develop professional network for support

Selection / Appraisal
- **Is able to** articulate information- and records-management principles
- **Is able to** articulate the benefits and long-term value of collections
- **Is able to** contribute to institutional policies, including criteria for selection / appraisal

Data Skills
- **Is aware of** data structures, types
- **Is aware of** file types, applications, systems

Information Skills
- **Understands** information seeking strategies, access technologies and user sharing behaviours
- **Understands** relationship between appropriate controlled vocabularies and metadata
- **Is aware of** key metadata standards for subject / sector
- **Is able to** select metadata standards

Evaluation Studies
- **Understands** how to conduct user needs analysis
- **Is able to** continuously monitor and evaluate digital curation technologies
- **Is able to** monitor, assess needs of designated community

Professional Conduct

Ethics, Principles and Sustainability
- **Understands** social and ethical responsibility in digital curation
- **Understands** energy consumption, carbon footprint of digital curation activity
- **Is able to** adhere to principles of ethical conduct
- **Is able to** evaluate and treat employees fairly

Regulatory Compliance
- **Is aware of** validation techniques to detect policy infringement
- **Understands** institution's legal culpabilities in digital curation activity
- **Understands** institutional regulatory framework in which digital repositories operate
- **Is able to** apply appropriate actions to curation workflow to ensure compliance with legal and policy frameworks and relevant standards

Regulatory Requirements
- **Understands** legal frameworks in which curation is taking place
- **Is aware of** domain policies and standards for management and preservation of digital objects

Personal Qualities

Integrity
- **Is able to** apply responsibility, accountability and good practice in digital curation
- **Is able to** identify malpractice
- **Is able to** make transparent decisions

Communication and Advocacy
- **Is able to** communicate across domains, staff groups and with other relevant communities
- **Is able to** articulate importance of digital curation to peers, other staff and public
- **Is able to** articulate value of collections to peers, other staff and public
- **Is able to** make case for funding of digital curation activity
- **Is able to** manage and foster stakeholder relationships
- **Is able to** plan and deliver dissemination activities
- **Is able to** make case for staff training, development
- **Is able to** engage with wider digital curation community

Responsiveness to Change
- **Understands** value of new and emerging digital curation technologies and processes
- **Is able to** cultivate and maintain relationships with other relevant sources of information in digital curation (individuals / services / institutions)
- **Is able to** translate knowledge of technology and processes into new services and tools for needs of designated community
- **Is able to** assess, extend and generate digital curation models for cultural heritage domain

How to use the Curriculum Framework for Digital Curation

Background

DigCurV has undertaken multi-national research to understand the skills currently used by those working in digital curation in the cultural heritage sector, as well as the skills sought by employers in this sector.

Audiences for training

Practitioners need to be able to perform a wide variety of technical and people-oriented tasks. They must also understand many diverse issues relating to both their area of cultural heritage and to digital curation. **Managers** need understanding of these areas to successfully ensure projects are on track and to advise their teams. **Executives** need a strategic view of digital curation to understand the emerging challenges in digital curation for the cultural heritage sector, and to make appropriate funding decisions to meet these challenges.

The DigCurV curriculum framework provides a version or 'lens' for each of these three audiences.

Using the framework

The framework provides three lenses - one each for practitioners, managers and executives. Each lens can be used in the following ways:

To build or develop training

The framework aims to be useful to those building new training courses. Depending on the user's aims, the framework can assist in providing a structure for a generic training programme for the role of digital curator, or it can suggest which subjects should be covered in shorter, more specialised courses addressing one particular area of professional digital curation practice. The framework may also supply a common language to allow those building and developing training to meaningfully describe the value of their training offerings.

To compare existing courses

The framework provides a benchmark against which to compare existing training and also a way to map various training offerings against each other. The professional who is considering undertaking training may wish to compare available training programmes to help identify which is most appropriate for their needs. The framework can also be used by staff training providers to compare existing courses and assess suitability for their own institution's requirements.

To plan professional development

The framework suggests the broad range of skills and knowledge needed by professionals of various levels to successfully deliver digital curation in the cultural heritage sector. Individuals either intending to enter or already working in digital curation in the cultural heritage sector may find it useful to map their own strengths against the framework as well as use the framework to identify and describe areas in which they would find further training useful.

The full framework and further information about the DigCurV project is available online at: http://www.digcur-education.org/