



Job Description

Title: Digital Systems Librarian
Contract: Permanent, Full Time (36 hours per week)
Salary: £41,490 per annum

About Us

We are a world-class visitor attraction and leading science research centre. We use the Museum's unique collections and our unrivalled expertise to tackle the biggest challenges facing the world today. We care for more than 80 million objects spanning billions of years and welcome more than five million visitors annually and 16 million visits to our website.

Today the Museum is more relevant and influential than ever. By attracting people from a range of backgrounds to work for us, we can continue to look at the world with fresh eyes and find new ways of doing things.

We employ 900 staff in a variety of roles, all united by our vision of a future where people and planet thrive. We need everyone to have the passion and drive to help us with our mission to create advocates for our planet and inspire millions to care about the natural world.

Library and Archives (L&A) supports the mission and strategic objectives of the Museum by developing and facilitating access to one of the world's most comprehensive resource for current and historical natural history literature. The L&A collection complements the Museum's specimen collections, supports curation and research as well as contributing to the Museum's public engagement and commercial activities. LA holdings include early published works and current literature, manuscripts, natural history artworks on paper, maps, photographic and digital resources that are of institutional, national and international significance. LA is also responsible for the Museum Archives which collects, manages, and provides access to the historic records of the Museum, preserving records of its administrative, scientific, and public engagement work. Designated as a Place of Deposit, the Museum holds its institutional records by permission of The National Archive.

Diversity and inclusion matter to us.

Our vision is of a future where both people and the planet thrive. Diversity is one of our core values and we strive to build a workplace where everyone feels a sense of belonging. All new staff who join us learn about the importance of diversity and inclusion to the Museum and how to contribute to creating an inclusive environment.

We know we have more to do, but we are committed to ensuring that everyone who works at the Museum feels they can thrive and feel valued and respected.



Job Summary

Reporting to the Head of Researcher Services and Digital Delivery the Digital Systems Librarian is responsible for developing and managing the L&A management and discovery systems, currently Alma and Primo (Ex Libris) and Calm and Calm View (Axiell), to support delivering L&A's mission and strategic priorities. This requires enhancing existing systems and developing new functionality or features and providing operational support for these systems across the department.

Main Responsibilities

Within the Library and Archives (L&A) the responsibilities of the Researcher Services and Digital Delivery division includes provision, development and management of user focused services, delivered in real time and digitally, and the management and development of L&A digital platforms and services including the Library Management and Discovery System, Museum Archives system and the Museum's institutional repository.

The Digital Systems Librarian takes the lead for developing, delivering and managing the L&A management and discovery system (LMDS) and Calm and Calm View and library-side peripheral integrations. As a library systems specialist you will ensure our digital platforms and systems are optimised for the management and discovery of L&A collections and resources, physical and digital, and for supporting our users and staff.

- To lead and coordinate the development of the Library Management and Discovery System, LMDS, working with L&A colleagues and wider stakeholders to ensure that functionality meets all users' needs and our collections and content are discoverable and accessible, ensuring ongoing effectiveness and efficiency according to divisional and institutional strategic objectives which includes supporting and innovating for a multi-site NHM and adapting services and facilities accordingly.
- To work closely with L&A colleagues via a Continuous Improvement Team, co-ordinating their workloads to understand, plan, test and deliver on LMDS enhancements to functionality.
- Leading on library-side configurations work with colleagues in Technical Services on supporting the effective functioning of offsite authentication services (for example. Ezproxy and Azure) and other platform integrations (for example the Museum's Digital Asset Management System and self-issue kiosks and mobile app).
- To develop the LMDS as a discovery and delivery mechanism for L&A digitised assets including data outputs from L&A's crowdsourcing activities, Digitally Unlocking Nature's Archive (DUNA), which is hosted on the Zooniverse platform.
- To provide briefings or training to staff at all levels on LMDS developments and their usability and functionality for end users.
- Responsible for monitoring the LMDS roadmap and updates and interpreting implications and opportunities for our local test and production instances, advising on new features and coordinating L&A input into a 'wish list' of future enhancements.
- Working closely with suppliers of the Museum's Archival management and discovery system (currently Calm and Calm View) and the Museum's Technology Solutions team to conduct software upgrades and installation of new versions of the client periodically.
- To take decisions relating to the capabilities and development of L&A's digital systems and support the decision-making process within L&A management team.
- Lead on providing technical support for L&A's contributions to external digital initiatives including the Biodiversity Heritage Library (BHL), National Bibliographic Knowledgebase (NBK), particularly ensuring the regular upload of metadata to meet international standards.

- Identify opportunities and the application of technologies and software, for example artificial intelligence (AI) and application programming interfaces (APIs), and application to L&A collections and discovery platforms.
- To maintain growth in personal and professional skills and knowledge, exploring best practice in related sectors nationally and internationally, building and maintaining beneficial partnerships with external agencies and comparator institutions.
- To analyse issues, liaising with other key stakeholders, and deal with complex problems that could have significant repercussions relating to the discovery and access of L&A collections and content.
- To explain L&A systems complex concepts and technologies to both technical and non-technical audiences.
- To present L&A systems updates at meetings and staff briefings and external events.
- Line manage L&A's digitiser, including clear and specific objective setting, appraisal, professional development and performance management
- Assist the provision of L&A's user enquiry and helpdesk services.
- Assist with LA collection management activities as required.
- Contributing to regular team meetings and events, and to meetings with Museum colleagues.
- To plan, manage and deliver on agreed projects, prioritising own workload and to coordinate with other L&A colleagues.
- To work under pressure and on own initiative.
- Ability to set direction and clear objectives for team members in response to L&A and Museum strategic and operational plans that relate to L&A digital systems and motivate and support individuals in achieving them effectively.
- Deputise for the Head of Researcher Services and Digital Delivery as required.

Person Specification

1. Library and Information postgraduate qualification, recognised by the Chartered Institute of Library and Information Professionals, CILIP, or equivalent experience.
2. Post qualification experience of working within an academic or research library or equivalent experience.
3. Experience of developing and delivering library and/or archives management and discovery systems, both client and cloud based.
4. Knowledge of centralised indexes, OpenURLs, authentication software and APIs etc
5. Knowledge or experience of technical protocols such as OAI-PMH, and data frameworks, such as Linked Open Data.
6. Working knowledge of bibliographic metadata, cataloguing standards and schema, such as Dublin Core, EAD, ISAD(G), MARC21/MARCXML, etc
7. Knowledge of current trends in technology and systems developments affecting academic or research libraries.
8. Experience of developing, managing and delivering on projects related to implementing and optimising library and archives management and discovery systems and related, integrated services, software and hardware.

9. Experience of data analysis and reporting and showcasing metrics as an evidence base for library and archives management and discovery systems policy and decision making.
10. Experience of producing and presenting reports on library and archives management and discovery systems use and users to diverse audiences.
11. Demonstrable experience of problem-solving skills with a focus on library and archives management and discovery systems.
12. Experience of managing and motivating staff, or demonstrable ability to develop these skills, including objectives setting, monitoring performance and supporting development.
13. Demonstrable team working skills, including the ability to act as group leader when required.
14. Oral and written communication skills, including the ability to effectively communicate complex information to a variety of audiences.
15. Excellent organisational skills, including the ability to prioritise work and adopt a flexible approach.

Thriving at the Museum: the way we work

We are proud to work at the Museum and have identified the qualities we all need to embody to reach our shared ambition. This sits alongside the Museum's values and forms the framework for the way we work.



We are ambitious. To make a difference on a global scale we are big and bold in our thinking and set goals which may seem impossibly high. We act with integrity, but we are not rigid or inflexible. We are excellent at what we do and look for opportunities to make a difference for the Museum wherever we can.

We are curious. We never stop learning. We look outwards beyond the Museum and ask questions to advance our understanding. We seek out and actively listen to different perspectives. We take time to reflect, are thoughtful and open to new ideas.

We share the wonder. We are captivated by the natural world, proud of our treasures and trusted guardians of our collections. We are passionate about the Museum, enjoy telling its stories and sharing our knowledge and expertise to inspire others. We don't take this for granted; we feel proud to work here.

We are pioneering. We are not afraid to try something new and use good judgment and evidence to take risks. We experiment, innovate, and embrace complex problems by adapting our approach. We do not dwell on setbacks or get preoccupied with problems. We find solutions.



We team up. We respect the expertise of others and recognise that we produce the strongest outcomes when we put the best ideas together. We trust each other, keep things simple and make it easy for others to do the right thing. We share information and skills so everyone is equipped and enabled to succeed. We never let bad moments grow into bad relationships. We inspire and empower each other to give our best.

We act with pace. We focus our efforts where we know we can make the biggest impact. We take tough decisions and once a plan is set, we all get behind it to make it happen. We take responsibility and don't wait to be told what to do. We are racing against time in this planetary emergency, so we work with a sense of urgency.

General Information

All positions at the Natural History Museum are conditional subject to receipt of:

- Proof that you are legally entitled to work in the UK
- A Basic Disclosure Check from the Disclosures and Barring Service (DBS)
- Satisfactory references covering the last 3 years of your employment or education
- Health clearance

The Museum supports flexible working.

To apply

If that sounds like you, please apply online on the Natural History Museum's careers portal.

Please note that as part of our commitment to anonymised shortlisting, panels **do not** view CVs during the recruitment process. If you choose to upload your CV, our system will automatically pull information from your CV into our application form. We advise you to double-check your application form data before submitting as the tool may interpret CVs differently.

Closing date: 23:59 on Sunday 6th April 2025

Interviews expected: w/c 16th April 2025

Please note that this role does not qualify for Museum sponsorship so the successful postholder will need to have a valid right to work in the UK at the point of offer.

