

Metadata Analyst

Who We Are

The Canadian Research Knowledge Network (CRKN) is a partnership of Canadian universities, dedicated to expanding digital content for the academic research and teaching enterprise in Canada. Through the coordinated leadership of librarians, researchers, administrators and other stakeholders in the research community, CRKN undertakes large-scale content acquisition and licensing initiatives in order to build knowledge infrastructure and research and teaching capacity in Canada's universities.

On April 1st, 2018 CRKN merged with Canadiana.org which has allowed our teams to cohesively pursue a united and coordinated strategy to leverage Canadian heritage and scholarly content. As a merged organization, CRKN will continue its core licensing activities for scholarly journal content, while expanding support for the digitization, access and preservation of Canadian heritage content through the services of Canadiana.

The Role

Reporting to the Manager, Member and Metadata Services, the Metadata Analyst identifies current and future functional metadata requirements; selects and adopts appropriate technical standards and practices; and in close coordination with the platform team develops mappings, crosswalks, scripts and other tools to validate, normalize, convert and migrate metadata into required formats. Through active involvement in national and international communities of practice, the Metadata Analyst ensures that CRKN participates in the ongoing development of metadata standards and practices.

The Metadata Analyst develops metadata models, standards, formats and application profiles for the Canadiana preservation and access platforms and ensures the ongoing high quality of metadata within the repositories and adherence to evolving best practices and standards within the galleries, libraries, archives and museums (GLAM) community and other relevant communities of practice. The Metadata Analyst serves as a subject matter expert for CRKN's metadata needs.

Duties and Responsibilities

- Maintain in-depth knowledge of evolving metadata standards and practices in the GLAM and other relevant communities and identify their relevance to the organization and its activities
- Evaluate the metadata standards and practices of the Canadiana platform to ensure they remain consistent with evolving community standards and practices and take advantage of emerging technologies
- Monitor and participate in the development of emerging linked open data (LOD) standards and practices and develop LOD strategies and capabilities for the organization
- Develop and maintain metadata profiles, templates, guides, and best practices documentation, and train and support staff in their adoption and application
- Analyze business requirements for creating, capturing, transforming and normalizing metadata for the digital collections of Canadiana and its clients and determine technical solutions
- Develop mappings and crosswalks to convert and migrate between different standards and formats
- Provide subject expert guidance to the platform team and assist in the development of scripts, tools and workflows for parsing, extending, normalizing and transforming metadata records, and other related operations
- Engage in national and international collaborative initiatives to ensure the organization's active involvement in the development of national metadata strategies and policies, and ensure its recognition as a centre of excellence
- Identify and develop potential partnerships with institutions, organizations, researchers and other parties for the creation, linking and enrichment of metadata

- In close collaboration with the Director, Marketing and Stakeholder Engagement, and in partnership with other national organizations who work with Indigenous peoples, develop metadata standards that reflect Indigenous cultural understandings
- Provide governance and administrative support as needed, particularly in preparation of committee documentation

Qualifications

- Must have a Master's degree in Information Science, Library and Information Studies or Archival Studies.
- Must have at least five years of related experience, or an equivalent combination of education and experience.
- Must be eligible for Reliability Status from PWGSC.
- Knowledge of open source frameworks, standards, models and applications for digital preservation
- Technical knowledge of metadata standards used in the GLAM (galleries, libraries, archives museums) sector
- Knowledge of linked open data (LOD) principles and LOD modeling experience
- Knowledge of digital preservation standards and practices within libraries and archives
- Knowledge of and involvement with the digital preservation and linked open data communities in Canada and internationally
- Experience in transforming data sets into LOD triples and implementing LOD platforms and discovery layers
- Experience with different digital preservation repository systems and tools
- Knowledge of XML standards and tools
- Excellent interpersonal skills
- Strong written and oral communications abilities
- Programming experience with scripting languages, especially for normalizing and transforming data sets will be considered an asset.
- Database development and data modeling experience will be considered an asset
- An understanding of Indigenous cultures and traditional knowledge will be considered an asset
- Strong research abilities

Benefits

CRKN offers a generous benefits package including vacation, health and dental benefits and pension match.

To Apply

Please send a letter of application and resume via email to:

Canadian Research Knowledge Network
Attn: Jason Friedman, Manager, Member and Metadata Services
Email: hr@crkn-rcdr.ca

Closing date: Friday, February 1, 2019

(Please reference **Metadata Analyst** in the e-mail subject)

We thank all applicants for their interest in CRKN, however only those candidates selected for an interview will be contacted.

CRKN is an equal opportunity employer, with policies and practices intended to build an inclusive and accessible work environment. If you require accommodation during the recruitment process, please include in your cover letter when applying for the position and all efforts to provide the appropriate accommodation will be put into place.