



**METADATA MAP – PROJECT CONSULTANT
ROLE PROFILE
August 2017**

SECTION 1

Job title:	Project Consultant
Reports to:	BIC's Executive Director
Location:	Various: BIC HQ, visiting BIC member organisations and remote/home working
Term:	Consultancy basis - for the term of the project only Anticipated 2 days per week for the duration of the project on average, although this may vary depending on the stages and demands of the project. Applicants will need to be flexible in this area as this requirement may change over the course of the project.
Duration of the project:	2- 2.5 years depending on the agreed approach to phases 2 & 3 listed below.
Project Budget:	Indicative budget for the entire project (including any travel) is £30K - £40K
Start date:	Ideally, the Project Consultant will begin working with BIC in the fourth quarter of 2017 at the latest.

SECTION 2

Purpose:	To deliver BIC's flagship Metadata Map project for and on behalf of BIC, its members and the wider book industry, under guidance from the Metadata Map Steering Group (MMSG). The MMSG is comprised of representatives from a number of BIC member organisations. Applicants for this role are strongly advised to refer to the Metadata Map Project Brief here for more information and detail regarding the background, scope and deliverables of the project. The Project Brief envisages that the map be presented as an online "wiki", but the consultant should examine that assumption and propose alternatives if appropriate.
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Key areas of responsibility:	Reporting into BIC's Executive Director, the Project Consultant will be responsible for the overall progress and successful delivery of this flagship project. The Project Consultant will be required to keep the MMSG up to date on progress at all times and to arrange meetings as required to ensure priorities and requirements are met and key outputs delivered to schedule and budget.
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SECTION 3

Project Phases:

At the time of writing the project has been split into 3 phases by BIC as follows:

- **Phase One**
Estimated to last no less than 6 months but no more than 12 months, will concern itself with the collection of information and recommendations for how best to present that information in an updateable, useable format. It is estimated that this phase may take 100 days.

Anticipated Deliverables for Phase One include:

1. Project Plan
2. Contributors terms of engagement agreement
3. Agreement documented with regards what the contributor interviews should ask/seek out
4. Documentation of all data collected from extensive interviews with industry contacts (see below for details).
5. Benefits Statement (for the creation and ongoing maintenance of the Metadata Map)



6. Recommendations for how best to host/present the Metadata Map – in an updateable, useable format that takes into account the requirement for a mechanism for ensuring different users have access to the appropriate level of information.
7. Code of conduct for authorized users i.e. what is expected in terms of updates and so forth, what they are entitled to view etc.
8. Agreement documented on the format/specification and capabilities of the Metadata Map
9. Regular, documented progress reports from the Project Consultant to the MMSG
10. A glossary of relevant ONIX terminology in plain English and to include a definition of ‘metadata’, specifying what fields are in scope.

- **Phase Two**

Estimated to last no less than 6 months but no more than 9 months, will concern itself with the potential commercial impact of metadata errors and the analysis of the data collected. It is estimated that this phase may take 75 days.

Anticipated Deliverables for Phase Two include:

1. Documentation of the analysis of the data collected to provide an industry overview – scope and level of this documentation to be agreed with the MMSG.
2. Documentation of potential commercial impact of metadata errors
3. The Metadata Map
4. Presentation of the above findings in such a way that either compliments the Metadata Map and/or is part of the Metadata Map.

- **Phase Three**

Estimated to last no less than 6 months but no more than 9 months will concern itself with establishing Best Practices for the ongoing governance and maintenance of the Metadata Map Information. The Project Consultant may decide to run Phases Two and Three concurrently. It is estimated that this phase may take 75 days.

Anticipated Deliverables for Phase Three include:

1. Best practice document/agreement on how the Metadata Map will be governed and maintained to include estimates of any associated costs
2. Marketing plan to encourage wider industry engagement with the Metadata.

For each Phase, the Project Consultant will be required to arrange all required interviews with appropriate contacts from BIC member organisations – beginning with organisations on the MMSG, the BIC Metadata Committee and BIC Operational Board. This to be a start point with the view widening out to other BIC members. Non-member contributors may also need to be approached if deemed appropriate by the MMSG. This could lead to 40-50 interviewees maybe more. These interviews must be arranged in the most cost-effective way possible, keeping travel expenses to a minimum. Appropriate travel costs will need to be borne by the overall project budget (referenced above in Section 1). BIC recommends a combination of online, phone and face to face interviews. All travel costs are to be approved in advance by BIC’s Executive Director.

As referred to above, a key deliverable of this project is the Metadata Map information (please refer to the Project Brief on the BIC website) and the Project Consultant will work with the MMSG and other contributors to agree the scope, design/format/look of the Metadata Map information that is to be hosted on the BIC website, so that it is easy to explore, understand, edit, access and maintain.

The Project Consultant will recommend how best to deliver the Metadata Map data/information to BIC’s stakeholders and how best to maintain the Metadata Map data/information.

The Project Consultant will be responsible for reporting regularly to the MMSG on the following:

- i) Costs to date v budget (if applicable)
- ii) Projected costs to date v budget (if applicable)
- iii) Progress of deliverables against agreed timeline/project plan
- iv) Engagement of MMSG and contributors
- v) Potential or actual obstacles to delivering the project on time and in full



This will be a complicated, multi-year project for BIC and so it is vital to recruit a competent Project Consultant with relevant industry and project experience that buys into the Project Brief.

SECTION 4

Requirements:

Essential

- Strong understanding of key aspects of the process of book commerce and metadata distribution, preferably for both physical and digital products; this is unlikely to have come from less than 5 years' experience of working in the book industry. Able to demonstrate enthusiasm for metadata and its use in the book supply chain.
- Must understand and appreciate the importance of standards in the book industry and library sector.

Desirable

- Familiar with BIC and the work BIC does for and on behalf of the book industry.
- Good understanding of the importance and role of key stakeholders and the eco-system of the book industry supply chain.
- Proven successful project delivery experience (including data requirements gathering, interviewing, analysis and documentation) gained in the book industry, supported by references.
- To carry out interviews, the candidate should exhibit excellent communication skills and be a good listener. Must have a good appreciation of the types of questions to ask each contributor in order to efficiently and effectively tease out appropriate information during meetings/interviews. This is especially important as contributors will often be time-poor and BIC understands and respects this.
- Must be willing to be flexible with regards the phasing and pace of the project as this may change over time.
- Must be reliable, trustworthy, and able to work un-supervised. Must be discrete as may often be handling commercially sensitive information.
- Both a team player and self-starter. Able to work unsupervised, to set and maintain own timetables, priorities, and objectives without day-to-day management. Must be able to work under pressure, collaboratively, to deadlines, use initiative, and multi-task.
- Excellent interpersonal skills; must be able to engage different types of contributor: technical, non-technical, junior, senior etc.

Additional information

BIC is a very small, not for profit organisation and this position is offered on a part time consultancy basis and the successful candidate would be expected to start in the fourth quarter of 2017 at the latest.

In order to secure the right candidate, BIC can be flexible with regards working patterns, start date and project planning.

