



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

# Collections Assistant (ACIU Project)

**Closing Date: 26/04/2023**

**Expected Interview Date: 09-12/05/2023**

## **Recruitment Reference:**

HES/23/076

## **Starting Salary:**

£21,052

## **Salary Range:**

Band A: £21,052 - £21,789  
per annum

## **Pay Band:**

Band A

## **Directorate:**

Marketing & Engagement

## **Location:**

HES Seven Hills

## **Line Manager:**

Quality Assurance Manager

## **Contract Type:**

Fixed Term Appointment  
until 31<sup>st</sup> March 2024

## **Working Hours:**

Full Time, 37 hours per  
week

Thank you for your interest in the post of Collections Assistant (ACIU Project) with Historic Environment Scotland, based at HES Seven Hills. This is a fixed term and pensionable appointment until 31<sup>st</sup> March 2024.

As a Collections Assistant (ACIU), you will prepare records for digitisation to prescribed standards, and will ensure that sufficient record is available for digitisation using robotically-operated digitisation workstations. You will load, unload and program workstations and prepare records for return to remote storage upon satisfactory completion of digitisation and undertake metadata creation tasks.

## **About us**

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment, and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

## **Our Vision**

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

## **Our Priorities**

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the



generations to come.

- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.

## Overview of the post and information about the team

The National Collection of Aerial Photography – [ncap.org.uk](http://ncap.org.uk) – is one of the largest collections of photography in the world, a centre of excellence and standard-setter for the custodianship of historic aerial photography. NCAP holds over 30 million aerial images that record key moments in history and places throughout the world. Part of Historic Environment Scotland, NCAP sits within the Marketing and Engagement Directorate.

The NCAP-held Allied Central Interpretation Unit (ACIU) collection comprises of about 5.5 million photographic prints created by the RAF, RCAF, SAAF and USAAF, covering locations throughout western Europe during the Second World War (1939-1945). Now at risk from environmental and historic deterioration, the ACIU Project will preserve and digitise the collection using collaborative robots (cobots).

As a Collections Assistant (ACIU Project), you will prepare and conserve historic photographic material for digitisation to prescribed standards and will ensure that sufficient record is available for digitisation using robotically-operated digitisation workstations. You will load, unload and program workstations and prepare records for return to remote storage upon satisfactory completion of digitisation.

## Key responsibilities, duties and objectives

- Create digital images by scanning original aerial imagery, and associated records, for the DOS Project
- Ensure the quality of digital images produced meet NCAP standards for the creation of digital surrogates.
- Undertake post-processing work including the creation of metadata to NCAP standards.
- Work to and meet production targets and deadlines.
- Maintain and update administrative records associated with the digitisation workflow, notably process tracking systems.
- Process original archival records to NCAP record-handling standards so as to minimise risk of damage to the unique historical records.

## Post Competencies

You will be assessed against these competencies during our selection process.

### Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)



## Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

### **Essential requirements:**

- Good organisational skills and the ability to manage own workload.
- Appreciation of the importance of targets and deadlines.
- Self-motivated approach to managing routine tasks.
- Adherence to NCAP record handling protocols.
- Experience of using standard office software packages e.g. Word, Excel and Outlook.

### **Desirable requirements:**

- Knowledge or interest in analogue and/or digital photographic processes.
- Ability to demonstrate a practical approach to problem solving.
- Knowledge or interest in historic aerial photography.

### **Qualifications & Professional Memberships:**

- You will have a relevant technical background to the role and whilst no formal qualifications are required, it will be necessary to demonstrate relevant and applicable technical expertise.



## What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also give you job satisfaction and excellent development opportunities, plus a competitive salary, equivalent of 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

## Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

## Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

## Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



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## How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email [recruit@hes.scot](mailto:recruit@hes.scot), quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Alan Potts: [alan.potts@hes.scot](mailto:alan.potts@hes.scot)

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources  
Historic Environment Scotland