



HES Archives: Archive Photographer

Closing Date: 13 October 2021

Expected Interview Date: w/c 15 November 2021

Recruitment Reference:

HES/21/123

Starting Salary:

£26,341 per annum pro rata

Salary Range:

£26,341 - £32,669 per annum pro rata

Pay Band:

C

Directorate:

Heritage

Location:

John Sinclair House, Edinburgh

Line Manager:

Hannah Smith,
Digital Repository Manager

Contract Type:

Permanent

Working Hours:

Full time (37 hours per week)

Thank you for your interest in the post of Archive Photographer based at John Sinclair House, Edinburgh. This is a permanent and pensionable appointment.

You will be one of three staff focussed on delivering a quality photographic and digitisation service of material in the archive, for external users, as well as internal business needs.

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

This post is based within the Archives Department and is part of the Heritage Directorate. Our expert team manages one of Scotland's national collections with physical archives dating from the 17th century to the present day, and digital archives created since the latter part of the 20th century, as well as an extensive library. The collection focusses on Scotland's architecture, archaeology and the built and marine environments, and is formed by the work of HES (and predecessors) and many individuals and groups in Scotland and the UK who actively create these records.

We are an Accredited Archives Service and work to ensure that our collections are cared for and accessible to the public, both physically and digitally. We are also responsible for the delivery of a number of online services, such as Canmore, Scran and Britain from Above, and operate a Search Room for public research in John Sinclair House.

We have a number of teams within the Department: Archives, Digital Repository, Conservation, Acquisitions and Loans, Library, and Archive and Online Engagement. All work closely together to provide a seamless archive service for HES.

Digitisation and photography sit within the Digital Repository team who are responsible for the long-term preservation of the HES digital archive.

Key responsibilities, duties and objectives

- Preparing high quality images from the HES Archive for online access, publication, exhibition and public orders.
- Delivering the programme of digitisation of HES archive material and archiving resultant files to agreed and documented standards to ensure preservation.
- Oversight and liaison with external companies, ensuring quality and standards of digitisation
- Liaison with the Conservation team to ensure safe handling of material
- Contributing to the development and implementation of good practice and standards in digitization, including workflows, image capture, metadata, storage and retrieval.
- Assist with the maintenance of equipment.
- Assist with project planning, assembling performance indicators, monitoring and purchasing materials when required.
- Assist with the development of archive policies, procedures, reports, project and operational planning.
- Other duties as delegated by the Head or Deputy Head of Archives.



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)

Management Competencies:

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

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:

- Experience of digitisation of historic material, image manipulation and colour management software programmes
- Knowledge of specifications for digital file formats and relevant specialist equipment.
- Enthusiasm to communicate the work of Historic Environment Scotland
- Drive, initiative and a methodical working approach with an attention to detail
- The ability to be a good team worker and to work with minimal supervision

Desirable requirements:

- Experience of working with collections in an archive setting.
- Experience of photography of historic buildings and archaeological sites
- Experience in digital design for displays, exhibitions, leaflets
- Knowledge of maintaining photographic and digitisation equipment
- Willing to work flexibly to meet the reasonable demands of the job
- Commitment to continuing professional development in line with wider sector best practice
- Open to learning new skills, practices, procedures and building a knowledge of the HES archives
- A keen interest in Scottish architecture, history and/or archaeology
- A full driving license (staff may have to travel to remote or rural areas of Scotland) which is not always possible by public transport).

Qualifications & Professional Memberships:

- A degree level qualification in photography/digital imaging or equivalent experience that shows how you meet the requirements (essential)



What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 5 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
- access to a free Headspace membership
- 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.



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, 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 Hannah Smith, Archive Digital Projects Manager, Hannah.smith@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