



Collections Manager (NCAP)

Closing Date: Wednesday 29 November, midday

Expected Interview Date: Monday 11 December

Recruitment Reference:

HES/23/266

Starting Salary:

£28,541 per annum

Salary Range:

£28,541 - £34,702 pro
rata per annum

Pay Band:

C

Directorate:

Marketing & Engagement

Location:

Seven Hills Business
Park, Edinburgh

Line Manager:

Kevin McLaren, Imagery
Interpretation Manager

Contract Type:

Permanent

Working Hours:

Full time, 37 hours per
week

Thank you for your interest in the post of Collections Manager with Historic Environment Scotland, based at the National Collection of Aerial Photography (NCAP). This is a permanent and pensionable appointment.

Holding a leadership role within NCAP, you will facilitate and increase research access to the NCAP collections for key user groups including academics, NGOs, and creative industries, where a wider collections knowledge is necessary. As part of this, an increase in research opportunities through engagement with the Higher Education sector will be a key focus. This role includes the direct management responsibility for NCAP volunteer programmes which work to engage the wider community and enhance collections knowledge.

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 it's 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

With over 30 million, and an ever-growing number of high-resolution aerial images, NCAP is one of the largest collections of historic imagery in the world. A centre of excellence and standard-setter for the custodianship of historical aerial photography, NCAP imagery records key moments in history and places throughout the world. Part of Historic Environment Scotland, NCAP sits within the Marketing and Engagement Directorate.

You will be responsible, with colleagues, for the custodianship of the 30 million+ aerial images, and associated records, held by NCAP. This includes the accessioning of new collections and issuing appropriate transfer, deposit, and accession documentation. You will be responsible for maintaining and creating collections descriptions to ISAD(G) and ensuring standardized terminology is used across all production areas of NCAP. You will work with NCAP subject specialists to enhance our archival-standard collections management and access systems that enable scholarly use of the collection. Alongside the proactive engagement with academia leading to increased sales, this role will begin addressing the need for succession planning and building wider knowledge within the team in the field of historic aerial photography.

You will help facilitate research access to the collections for key user groups including Higher Education, NGOs, and creative industries, to increase sales and use within these sectors. For this, you should have an in-depth knowledge of the collections and be effective in gleaning information from all available resources to answer enquiries and supply imagery.

To promote awareness of NCAP and champion the use of the collections, you will be required to generate website and blog content. This will require working with HES colleagues to share this content across various media streams and outlets.

You will work closely with other NCAP workstreams, including cataloguing, data management, collections care, sales, and digitisation to assist, anticipate, and manage collections issues.



Key responsibilities, duties and objectives

- Maintain and supplement established archival standards surrounding the historic photographic collections and effectively monitor compliance against associated quality standards.
- Contribute to the development of processes for management of the collections, support of engagement activities, and have responsibility for the collections management database.
- Identify opportunities to continuously improve working processes and recommend appropriate interventions to solve new challenges.
- Lead the NCAP volunteer team including recruitment, training, daily support, and communication.
- Lead and develop a culture of professionalism, collaboration, and integrity within the team.
- Assist with the implementation of security and conservation measures including disaster preparedness planning, for analogue and digital assets.
- Implement all appropriate health and safety measures and monitor areas so that these standards are upheld.
- Assist with NCAP activities where necessary to ensure the delivery of strategic objectives.
- Assist with marketing initiatives and explore new market areas to deliver on growing sales targets. This includes the development and promotion of NCAP products and services.
- Work with the Operations Manager to develop and deliver high-quality and innovative platforms and content for user engagement.
- Assist the sales team in delivering an efficient and quality lead customer service journey.
- Assist Search Room management where appropriate.
- Report on collections coverage for colleagues which requires an in-depth knowledge of all NCAP systems, processes and collections
- Work with Management across NCAP to deliver key Business Plan and strategic objectives.
- Contribute to a supportive and inclusive work environment at Seven Hills.
- Support colleagues in all operational areas where required.
- Maintain an awareness and responsibility for all areas of health and safety for self and colleagues.

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 managing multiple collections management systems including information transfer, data management and cataloguing to international standards.
- Self-motivated approach to managing routine tasks.
- Strategic thinker with the ability to analyse, prioritise and actively engage with a dynamic marketing and collections promotion plan.
- Knowledge of historic photographic collections and issues.
- Excellent working knowledge of MS Office Suite (notably Access and Excel applications).
- Experience working with and managing volunteers with an understanding of volunteer motivation and maintenance of ongoing commitment.
- Excellent organisational skills and attention to detail.
- Proven track record of contributing to supportive working practices.
- Ability to work under pressure and prioritise multiple tasks.

Desirable requirements:

- Experience working with photographic materials, their handling and care, conservation and preservation considerations and an appreciation of the metadata requirements for them.
- Line Management experience, displaying leadership and motivational skills in developing and maintaining high-performance teams.
- Knowledge or interest in historic aerial photography.
- Knowledge or interest in mapping and geospatial information systems.
- Experience in working with Access Databases.
- Experience in working with ArchivesSpace or equivalent.
- Experience in working with large historic collections.
- Experience working within a commercial production environment.
- Positively engage with a range of clients and be proactive in responding as required.

Qualifications & Professional Memberships:

- [SCQF Level 9](#) Qualification or equivalent experience in a relevant field (Collection Management/Archives/History) - *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 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
- 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 Kevin McLaren, Interpretation Manager via email at kevin.mclaren@hes.scot and Rachel Nordstrom, Operations Manager via email at rachel.nordstrom@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