



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

Collections Assistant (Data)

Closing Date: Wednesday 6 September 2023, Midday

Expected Interview Date: w/c 11 September 2023

**Recruitment
Reference:**
HES/23/202

Starting Salary:
£21,452 pro rata
per annum

Salary Range:
£21,452 - £22,272
pro rata
per annum

Pay Band:
A

Directorate:
Marketing &
Engagement

Location:
Seven Hills
Business Park,
Edinburgh

Line Manager:
Sheila Masson,
Quality Assurance
Manager (DOS
Project)

Contract Type:
Fixed Term
Appointment until
31 March 2024,
with a possibility
for extension.

Working Hours:
Full time

Thank you for your interest in the post of Collections Assistant (Data) with Historic Environment Scotland, based at Seven Hills in Edinburgh. This is a fixed term and pensionable appointment.

As Collections Assistant (Data,) you will prepare, conserve, digitise and catalogue historic photographic material from the National Collection of Aerial Photography.

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

The National Collection of Aerial Photography – 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.

Now at risk from environmental and historic deterioration, the DOS and ACIU Projects are preserving and digitising our collections using collaborative robots (cobots).

Key responsibilities, duties and objectives

As a Collections Assistant (Data), 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. You will undertake geospatial cataloguing, associated image processing, and quality assurance to prescribed technical standards. Key responsibilities and duties will include;

- Process and conserve historic photographic material to NCAP record-handling standards so as to minimise risk of damage during digitisation and storage.
- Create digital images using cobots and scanners, handling original aerial photography, and associated records, for the DOS and ACIU Projects.
- Ensure the quality of digital images produced meet NCAP standards for the creation of digital surrogates.
- Undertake post-processing work including renaming, cataloguing and 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.
- Adherence to established standards, practices and procedures is essential; thoughtful and informed modifications are welcomed.
- Working across several teams, positive collaboration and cooperation is essential.
- Frequently moving relatively heavy boxes of archival material is required, as is at times working in a climate-controlled/cold room.

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:

- Experience in handling historic photographs, documents or records.
- Good organisational skills and the ability to manage own workload. Self-motivated approach to managing routine tasks.
- Experience in meeting targets and deadlines.
- Adherence to NCAP record handling protocols.
- Experience of using standard office software packages e.g. Word, Excel and Outlook.
- Knowledge or interest in analogue and/or digital photographic processes.
- Demonstrable experience working in a team environment.

Desirable requirements:

- Knowledge or interest in historic aerial photography.
- Experience of using maps and online earth browsers
- 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 and adherence to established standards and procedures.
- Ability to move relatively heavy boxes and adapt to working in climate-controlled rooms.



What we offer

We welcome applications from all nationalities, assuming 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
- 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.



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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, 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 Sheila Masson, Quality Assurance Manager (DOS Project), by email at sheila.masson@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