



Digital Imaging Coordinator

Closing Date: 9 August 2024 12:00 Midday

Expected Interview Date: week commencing 19 August 2024

Recruitment Reference:

HES/24/167

Starting Salary:

£27,149 pro rata per annum

Salary Range:

£27,149 - £30,221 pro rata per annum

Pay Band:

B

Directorate:

Marketing & Engagement

Location:

Seven Hills

Line Manager:

Craig Cameron,
Production Manager

Contract Type:

Permanent

Working Hours:

Full time, 35 hours

Thank you for your interest in the post of Digital Imaging Coordinator with Historic Environment Scotland, based at HES Seven Hills. This is a permanent and pensionable appointment.

The Digital Imaging Team is responsible for all digitization work on the NCAP collection including orders from customers, programmed digitisation of aerial film and prints and microfilm and paper records. As a key member of that team, you will be responsible for the supervision of Digital Imaging Technicians and ensuring that planned programmes of digitization are undertaken to the required standards and schedules through the varied digitisation routes employed

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

With over 30 million (and an ever-growing number) of high-resolution analogue images, the National Collection of Aerial Photography (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.

As Digital Imaging Coordinator, your role is to co-ordinate the day-to-day processing of customer orders and programmes of digitisation. You will line manage Digital Imaging Technicians and will liaise closely with the NCAP sales team to ensure a seamless customer service, to published standards.

Experienced in digitisation processes and system workflows, you will promote a culture of Quality that ensures the creation of the highest quality archival-standard digital imagery.

Key responsibilities, duties and objectives

- Oversee the day-to-day processing of customer orders and programmes of digitisation ensuring records are available for digitisation on time, are to the required standard, through quality control processes and delivery to the Sales team for onward customer delivery to the agreed schedule.
- Coordinate the operation of all manual and automated digital imaging systems utilised for programmes of digitisation and customer orders. Oversee the selection of imagery for automated 24/7 digital imaging (from pre-agreed programmes) ensuring productivity is maximised.
- Liaise with service engineers and manufacturers ensure the safe and effective operation of all the digital imaging systems operated by NCAP.
- Ensure maintenance and cleaning schedules are followed and undertake the calibration of hardware, ensuring the creation of accurate geospatial data.
- Work closely with the Records Coordinator, Sales team and Production Manager to deliver a seamless customer service, to published standards.
- Provide technical guidance and support to the Digital Imaging Technicians and promote a culture of Quality that ensures the creation of the highest archival-standard digital imagery.
- Lead a team of Digital Imaging Technicians, including recruitment, training, and career development, with direct line management for two members of staff.
- Demonstrate a culture of commercial professionalism and innovation within the team.
- Lead and develop a culture of commercial professionalism and innovation within the team.



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:

- Previous experience in working within a customer focused environment.
- An understanding of digitisation software, tonal and colour correction and equipment calibration.
- Knowledge and understanding of the preservation and collections care issues relating to archival records (notably those pertaining to aerial imagery).
- Good organisational skills and an appreciation of the importance of targets and deadlines
- Excellent written and oral communications skills.
- Adherence to NCAP record handling protocols.

Desirable requirements:

- Knowledge or interest in historic aerial photography.



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 Craig Cameron, Production Manager – craig.cameron@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