**Role Title: Digital Production Operator**

**Reporting to: Mass Digitisation Service Manager**

**Salary for Digital Production Operator:** **£18,830**

**Role purpose:**

The Digital Production Operator undertakes the tasks required to deliver digitised copies of physical items at the National Library of Scotland. This involves the preparation of items to ensure they are accurately described and in good condition, the digitisation of the items using digital cameras or scanners, and quality assurance of the final images. The digitised items are then made available online for access by the public.

**Duties and Responsibilities:**

* Handle a range of collection materials, including books, pamphlets, magazines, and maps.
* Assist with the assessment of collection materials’ physical suitability for digitisation according to the Library’s guidelines and standards.
* Assist with the assessment of the rights and ownership status of collection materials.
* Assess the existence of required data for physical materials prior to digitisation, and supply minimal metadata required for the digitisation process.
* Work with digitisation management systems as required.
* Digitise materials using digital cameras or scanning equipment.
* Carry out quality assurance of digitised content to ensure that outputs meet agreed targets, and that archival and access standards are met. Monitor and ensure the smooth running of the digitization workflow, including liaison with team-external Library stakeholders.
* Contribute to the continuous improvement of procedures, service standards and documentation, particularly in the area of digital capture and processing.

**Core Competencies**

**Delivering Results (Core) –** Take personal responsibility for achieving the right results for the Library

**Customer Focus (Core) –** Understand and, within our capability, meet actual and potential internal and external customers’ needs

**Collaborative Working (Core) –** Work together effectively to achieve common goals through sharing skills, knowledge and information. Collaborating with others to improve services and reduce costs

**Person specification: Digital Production Operator**

**Skills, abilities and knowledge**

***Essential***

* Literacy – ability to understand, interpret and present verbal and written information;
* Numeracy – ability to understand, interpret, and present numerical information;
* Teamwork and collaboration – ability to work with others to achieve shared goals;
* Prioritising – ability to prioritise tasks within a set routine, and ability to work to deadlines;
* Hardware – ability to use computers, peripherals, mobile devices, and standard office equipment;
* Software – ability to use web browsers, online media applications, and software such as Microsoft Word and Excel.

***Desirable***

* Digitisation – knowledge of digital capture and imaging techniques and equipment;
* Collections Care – ability to handle fragile, rare and uniquelibrary and archivalmaterials with care
* Copyright – good understanding of UK copyright legislation for library and archival materials;
* Software – ability to use Microsoft Access software, photo manipulation software such as Adobe Photoshop, and library data management systems.

**Personal qualities**

***Essential***

* Attention to detail – perform work thoroughly and with great accuracy
* Strong work ethic – be diligent, hard-working, and reliable
* Flexibility – adapt to new information, changing conditions, or unexpected obstacles
* Interpersonal skills – show respect, concern, and empathy for others
* Self-Management – meet targets and follow instructions
* Delivering results – take personal responsibility for achieving the right results for the Library
* Collections – demonstrate an interest in, and enthusiasm for, library and archival materials

**Experience**

***Essential***

* Hardware – recent experience of working with computers, mobile devises, and standard office equipment;
* Software – recent experience of working with web browsers, online media applications and basic software packages such as Microsoft Word and Excel, or equivalents;

***Desirable***

* Digitisation – recent experience of working with digital cameras and scanners
* Collections Care – experience of handling fragile, rare and unique cultural and heritage materials
* Copyright – experience of identifying the copyright status of library or archival materials
* Software – recent experience of working with Microsoft Access software or equivalent

**Further Information:**

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**Selection Procedures:** The applicants who meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.