**Role Title: Mass Digitisation Service Manager**

**Reporting to: Digital Transition Manager**

**Salary:** **£36,088 (Pay Point H)**

**Role purpose:**

To lead and coordinate the delivery of the mass digitisation service of the National Library of Scotland so that it can grow and develop in order to contribute towards the Library meeting its 2025 strategic goal of having a third of its collections in digital format. This will involve elements of technical digitisation leadership, staff management across multiple work patterns, work planning and scheduling, reporting, and continuous improvement.

**Duties and Responsibilities:**

**Areas you lead:**

* Leading and co-ordinating delivery of the Library’s mass digitisation service by:
	+ Managing simultaneous digitisation projects to deliver the Library’s mass digitisation programme
	+ Developing, maintaining, reviewing and documenting business models, workflows and quality assurance procedures for digitisation activity;
	+ Managing the day to day work of mass digitisation staff, recruiting, training and instructing as required This will involve directly managing two Senior Digital Production Operators who oversee two teams of Digital Production Operators (early work pattern 7am – 3pm, later work pattern 1pm – 9pm), along with other mass digitisation staff;
	+ Ensuring that Library standards for conservation, metadata, rights, and other relevant areas are followed within the Library’s mass digitisation activities;
	+ Prepare appropriate reports for the Library’s One Third Digital Programme Board and other groups as required;
	+ Setting requirements for mass digitisation systems, services, software, hardware, tools and their procurement;
	+ Procuring and ordering goods and services as a Delegated Procuring and Purchasing Officer for mass digitisation activity, systems and services, and monitoring and advising on budget spend;
	+ Preparing tenders for capture equipment and managing them through the tender lifecycle including participation in tender selection boards;
	+ Meeting regularly with the Digital Transition Manager to review personal performance, report on mass digitisation progress, and discuss areas of mutual interest or concern.

**Areas you significantly contribute to (shared responsibility):**

* Determining and advising on technical standards related to digitisation across the library;
* Contributing to the development of metrics for digitised collections;
* Keeping up-to-date with developments in digitisation and digital content management.

**Areas you contribute to (others lead):**

* Contributing to storage planning, forecasting, and cost modelling/life cycle costs as they relate to digitised content;
* Where relevant to mass digitisation, participate as a stakeholder in discussions and developments relating to developing funding bids, determining digitisation priorities, developing rights frameworks, applications development, metadata standards, and access to digital content;
* Contribute to liaising with other national, cultural and academic bodies to develop collaborative digitisation activity and adoption of common standards.

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

**Person specification:**

**Skills, abilities and knowledge**

***Essential***

* Digitisation – expert working knowledge of a wide variety of digitisation hardware, software, file formats, metadata, and databases within the technical environment of digitisation programmes; expert working knowledge of identifying and applying appropriate digitisation methods to a variety of formats based on a good understanding of the practice and benefits of digitising cultural materials;
* Supervision and leadership – ability to recruit, train, manage / supervise, motivate and encourage others to achieve Library, department, and team objectives;
* Technical metadata standards – ability to interpret and work with technical, administrative, and structural metadata standards, including knowledge of the principles and practices of HTML, XML, and other encoding schemes for information and data standards and protocols;
* Data management – ability to manipulate, transform and manage large amounts of data for objects and determine and develop the best workflows for doing so;
* Problem-solving – ability to identify problems and evaluate selected methods to resolve them;
* 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 and recognise the value of diverse perspective;
* Applied learning – knowledge and skills to apply formal training, education, or experience to accomplishing work;
* Customer focus – understand and, within the Library’s capability, meet actual and potential internal and external customers’ needs;
* Project management – ability to lead projects, evaluate outcomes and modify procedures and workflows;
* Collection care – ability to understand and apply principles of care and handling of library and archival materials.

***Desirable***

* Rights management – knowledge of digital rights laws, regulations and guidelines, including open access and creative commons frameworks;
* Resource description – knowledge of and ability to interpret established library descriptive metadata.

**Personal qualities**

***Essential***

* Attention to detail – ability to be thorough and accurate when performing work;
* Flexibility – ability to change and adapt behaviour or work methods in response to new information, changing conditions, or unexpected obstacles;
* Interpersonal skills – ability to show respect, concern, and empathy for others, whilst showing strong leadership traits with the ability to motivate, coach, and mentor staff;
* Self-management – ability to set well-defined and realistic work objectives, prioritise, display initiative, deliver to deadlines and demonstrate responsible behaviour;
* Delivering results – take personal responsibility for achieving the right results for the Library;
* Negotiating – ability to persuade others to accept recommendations, cooperate, or change their own or others’ behaviours and to reach mutually acceptable solutions;
* Decision making – ability to select and commit to a course of action.

**Experience**

***Essential***

* Digitisation – minimum of 2 years’ experience of leading a mass digitisation programme, with a professional understanding of the use and maintenance of digital photography and capture equipment, and working with databases and metadata for workflows, digital content, and managing files;
* Collaboration – working alongside other expert areas, such as metadata / conservation / curatorial teams to understand how digitisation relates to their areas;
* Supervision – supervising the work of others and scheduling work patterns;
* Budgeting – experience of budgeting.

***Desirable***

* Hardware and software – experience with i2s capture equipment (CopiBook V-shape) and LIMB software;
* Procurement – experience of procurement and contract management;
* Digitisation – experience of working within a library or similar cultural/heritage institution;
* Online publishing – experience of preparing digitised content for online delivery.

**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.