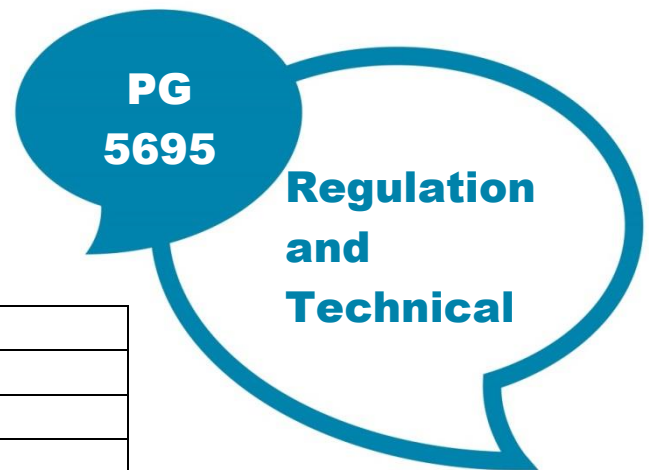


# Post Specification



<b>Date</b>	27/02/19
<b>Post Title</b>	Digitisation Technician
<b>Job Family Role Profile</b>	RT7
<b>Final Grade</b>	7

To be read in conjunction with the job family role profile

<p><b>Service Area description</b></p> <p>Archive Service Based at Carlisle Archive Centre</p>
<p><b>Purpose of this post</b></p> <p>To support the operation and development of the Cumbria Archive Service by undertaking the digitisation of archive material principally by means of scanning or digital photography to produce high quality digital surrogates for long-term preservation, access or income generation. Archives include manuscript and printed paper items, bound material, photographic prints and negatives, large format maps and audio/visual formats. Specialist equipment and software is used to generate digital content which must be organised and managed for permanent preservation. The post holder undertakes digitisation activities to support the strategic goals of the Archive Service and in response to public requests for digital copies.</p>
<p><b>Key job specific accountabilities</b></p> <ul style="list-style-type: none"> <li>• To deliver digitisation priorities as identified in service plans, planning effectively to carry out digitisation and quality control procedures to produce high quality digital content and associated metadata all to relevant standards</li> <li>• Operate with regard to the importance of records in order to ensure their security, the integrity of the evidence they contain and the confidentiality of information</li> <li>• To undertake preparation of records prior to digitisation to minimise risk of damage to records and equipment and to ensure best possible image capture (clean documents, unfold paper, remove paperclips and staples etc)</li> <li>• Undertake digital optimisation techniques to enhance user experience of digital outputs</li> <li>• Comply with archive service copyright procedures</li> <li>• Assist in Conservation Unit, Digitisation Service and Archive Service promotional events and outreach activities.</li> <li>• Carry out labelling, secure storage and backup of digital copies and arrange or carry out preservation packaging and labelling of original items for return</li> </ul>

<b>Please note annual targets will be discussed during the appraisal process</b>	
<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>Handling cash and processing payments for public orders</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>No line management responsibility but post holder provides support to colleagues on matters concerning digitisation and copying of archives</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Responsible for the operation of specialist digitisation and copying equipment</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>Three GCSEs grade C or above (or equivalent) are desirable (English and Mathematics are essential)</li> <li>Applicants should have a high degree of personal organisational skills and reasonable administrative experience, and the ability to demonstrate accuracy, consistency and attention to detail</li> <li>Computer literacy is essential (familiarity with Microsoft Office or equivalent)</li> <li>Experience using scanning and photographic equipment is essential</li> <li>Experience of image processing software is essential</li> <li>Knowledge of procedures and standards around recording and processing metadata</li> <li>Understanding of the theory of digital preservation</li> <li>Experience of handling archive or museum items</li> <li>Experience of project planning</li> <li>Dealing with external customers</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>This post does not require a DBS check.</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>Minimal emotional demand</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>Regular demand for lifting heavy and/or bulky boxes, and/or working in awkward or confined spaces.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>No exposure to adverse weather, occasional working with adverse temperature and/or noise, normal levels of adverse people behaviour</li> </ul>
<b>Other Factors</b>	