University of London
Job Specification

Job Title: A. G. Leventis Scanner Operator

Department: Institute of Classical Studies

Section: School of Advanced Study (SAS)

Level: 02 (CTS)

Job Purpose:	The Combined Classics Library has been granted funding for a scanner operator for two years to produce high quality scans of materials from the Library's collections as part of its digitization strategy. The postholder will report to the Librarian.	
Job Content:		%
	1. To produce high-quality digital scans from materials in the Combined Classics Library's collections using the Library's scanner. 2. To maintain detailed and accurate records of completed work. 3. To liaise closely with the Librarian and Deputy Librarian to ensure the timely delivery of scans to the required standard. 4. To produce basic metadata (page numbers etc.) on the contents of each book scanned. 5. To maintain high standards of care of the materials to be scanned to ensure their conservation is not compromised by the scanning process. 6. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible. 7. To maintain an awareness and observation of fire and health and safety regulations. 8. Any other duties consistent with both the grade and scope of the post. 9. Any other duties reasonably required of the postholder by the Librarian.	

Reports to:	Librarian

Additional demands of the role:	N/A

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:
- Good attention to detail.
- Ability to work for long periods whilst maintaining focus.
- Good interpersonal skills to enable liaison with library staff.

TECHNICAL KNOWLEDGE & SKILLS

Essential:
- Practical experience of scanning technologies in a work environment.
- Knowledge of and experience in using computer applications such as spreadsheets and databases for compiling and maintaining metadata.
- Ability to learn new technical skills quickly.

Desirable:
- Experience in scanning library materials.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:
- A levels or equivalent.

Competency Requirements	Essential	Desirable
Academic Community focus	B	
Adapting to change	A	B
Creativity and innovation	A	B
Stakeholder focus	B	C
Interpersonal understanding	B	
Managing resources	A	
Organisational commitment	A	B
Proactivity and planning	B	
Problem solving and decision making	B	
Performance Management	N/A	
Resilience	A	
Working collaboratively with others	B	
Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency. For further information on each of the competencies and relevant levels, please refer to the University's [Competency Model](#)		