

University of London Job Specification

Job Title: Scanner Operator

Department: The Warburg Institute

Section: School of Advanced Study

Level: Level 02 (CTS)

Job Purpose:	The Warburg Institute requires a scanner operator for six months to produce high quality scans of materials from the Institute's collections as part of its digitization strategy. The scanner operator will work on the first of the Institute's intended projects which will involve scanning several hundred books from the early twentieth century. The postholder will report to the Digital Librarian.	
Job Content:	Percentage breakdown of time spent on each duty or on a related group of duties	%
	<ol style="list-style-type: none"> 1. To produce high-quality digital scans from materials in the Warburg Institute's collections using the Institute's Bookeye 2 scanner. 2. To maintain detailed and accurate records of completed work. 3. To liaise closely with the Digital 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 Digital Librarian. 	
Reports to:	Digital 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	C	
Managing resources	A	
Organisational commitment	A	B
Proactivity and planning	B	
Problem solving and decision making	C	
Performance Management	N/A	
Resilience	A	
Staff development and commitment to learning	B	C
Striving for excellence	A	B
Working collaboratively with others	B	C
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model http://www.london.ac.uk/5258</p>		