ROYAL BOTANIC GARDEN EDINBURGH

Digitisation Informatician

Preserved Collections – Herbarium

Job Description

Main Duties

Database Management

- Herbarium data management, data quality assurance and cleaning in the collections management system
- Specimen data imports to the CMS

Digitisation

- Assisting with monitoring digitisation pipelines, minimal data entry software and computing and related equipment
- Supporting digitisation of herbarium type specimens

Other duties

- Lay away specimens following digitisation
- Train and work with volunteers, including online Citizen Science programme
- Carry out other duties as required

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Person Specification

Essential Skills

- Excellent attention to detail and commitment to data quality.
- Strong organisational and prioritisation skills.
- Ability to analyse, interpret and manage collections data.
- Ability to work independently and manage multiple tasks simultaneously.
- Good written and verbal communication skills.
- Ability to work collaboratively with a wide range of colleagues, researchers, volunteers and external partners.
- Good IT skills, including Microsoft Office applications and database systems.
- Experience of working with natural history, museum, herbarium or other scientific collections and management systems.
- Experience of collections digitisation workflows and associated quality assurance processes.
- Experience of working with collection management systems, databases, or other information management systems.
- Experience of handling and managing large datasets, including data cleaning, validation and quality improvement activities.
- Degree (or equivalent experience) in Biological Sciences, Biodiversity, Information Management, Museum Studies, or a related discipline, or equivalent relevant experience in collections management, digitisation, or biodiversity informatics.

Desirable

- Experience of biodiversity data standards, including Darwin Core.
- Experience of image capture workflows and digital asset management.
- Knowledge of botanical taxonomy and nomenclature.
- Experience of data manipulation using tools such as R, SQL or similar analytical software.
- Experience of supervising volunteers, students or citizen scientists
- Postgraduate qualification in Biodiversity Informatics, Museum Studies, Biological Sciences or a related discipline.