



**Post:** Herbarium Digitiser (12 month fixed term contract)  
**Department:** Herbarium  
**Division:** Science

### Job Description

#### Key Responsibilities

- Selecting, databasing, imaging and returning specimens
- Quality control of digitised records and images

#### Specific Responsibilities

- Select specimens from cabinets for digitisation
- Prepare specimens and folders for digitisation
- Minimally database specimens
- Image specimens
- Processing and managing specimen data and image files within an image management system
- Quality assurance and upload of images to online catalogue
- Return specimens to cabinets

### Person Specification

Skills/Aptitude	Essential	Desirable
Ability to work independently and be self-motivated	*	
Ability to work well with herbarium and digitisation team	*	
Capacity for meticulous and sensitive handling of delicate specimens	*	
Image and data capture elements will demand capacity for sustained, careful, repetitive work and critical assessment of image and data quality	*	

Knowledge	Essential	Desirable
Good botanical/taxonomic knowledge		*
Good geographical knowledge		*
Proficiency with standard computing software e.g., Microsoft Office	*	
Proficiency with data management, including databases, e.g., Access, MySQL, Specify	*	
Proficiency with imaging software e.g., Adobe Photoshop		*



Professional Qualifications	Essential	Desirable
Degree or equivalent experience in botany or related subject		*
Degree or equivalent experience in working with collections such as libraries, archives, or museums		*

**Our Values:**

We are **Inclusive**: We recognise, reward and celebrate each other's unique contribution and treat everyone with dignity and respect

We value **Pride**: We have a strong sense of belonging and demonstrate this through what we say and what we do

We have **Purpose**: We are clear on the long and short term priorities of RBGE and align our contribution, responses and actions to these

We are **Communicative**: We are open, respectful, consultative, creating an environment of transparency and trust

We are **Collaborative**: We respect expertise and actively seek opportunities to improve how we work together

We are **Customer-focused**: We understand the needs of our customers and colleagues, and meet and exceed their expectations

We celebrate and value **Curiosity**: We are inquisitive and engaged with the world around us, constantly exploring, expanding our expertise and sharing our knowledge