

## Job Description

<b>Job Title:</b>	Preventive Conservator
<b>Reporting to:</b>	Conservation Manager
<b>Direct reports:</b>	No direct reports, but will be expected to work with volunteers, as and when required.
<b>Grade:</b>	Technical and/or Team Supervisory
<b>Team:</b>	Collections Services
<b>Group:</b>	Content and Programmes

### **ABOUT THE RAF MUSEUM**

The Royal Air Force Museum is a national museum, a Government non-departmental public body (NDPB) and a registered charity, with two sister sites at London and Cosford. RAF Museum Enterprises Ltd is the trading arm of the RAF Museum with all profits gift-aided to the Museum to support its charitable activities. Our purpose is to share the story of the Royal Air Force - past, present and future, using the stories of its people and our collections, to engage, entertain, inspire and encourage learning. Our overall vision is to inspire everyone with the RAF story – the people who shape it and its place in our lives.

The shared values that guide our planning and behaviour are:

- **INtegrity:** we are open, transparent and ethical
- **Sharing:** we work as a team to ensure our collections and expertise are accessible to all
- **Passion:** we care deeply about sharing our collections and their stories
- **Innovation:** we tell our stories and develop our business with creativity and imagination
- **Relevance:** we ensure our legacy by linking our histories with today and tomorrow
- **Excellence:** we are professional and strive to ensure excellence in all that we do

As an organisation, we aspire to be entrepreneurial, agile and sustainable in our approach, and have agreed five key strategic priorities which will underpin all that we do for the current strategic planning period to 2030:

- Inspiring innovative engagement, debate and reflection
- Connecting with communities and partners
- Inspiring our people within a dynamic, diverse and collaborative culture
- Fit for the future with brilliant basics
- Embedding an entrepreneurial, agile and sustainable approach

As a member of the RAF Museum team, you will play an important role in delivering our purpose and achieving our vision, ensuring that the Royal Air Force's story continues to enrich and inspire current and future generations.

The Content and Programmes Group comprises, Collections, Collections Services, Digital Experience, Exhibitions and Interpretation, Access and Learning, Development, and Major Programmes. We develop, fundraise for and deliver creative programmes and resources designed to engage and inspire everyone with our collection and RAF stories wherever they are in the world.

### **Purpose of the Job**

To develop and deliver the Royal Air Force Museum's preventive conservation programme with a focus on the small-medium sized objects within the collection.

### **Key Role Responsibilities**

#### **General**

- Manage environmental monitoring systems to assess the conditions in which the collections held, reporting on this to support environmental management.
- Liaise with and advise Exhibitions and Interpretation and other departments to ensure the collections are handled, used and exhibited in accordance with conservation standards and best practice.
- Condition assess small objects and carry out preventive conservation activities, planning, timing and implementing spends on preventive conservation measures.
- Develop and review Collections Salvage and Recovery Plan (CSRP).
- Develop and review preventive conservation policies and procedures.

#### **Environmental Monitoring**

- To monitor the museums environmental conditions and assess how this affects the stored and displayed collections, liaising with the Estates department and others to advise on necessary improvements.
- Report environmental concerns to Collections Development Committee.
- Liaise with and advise the Estates Department and relevant Master Plan project managers on necessary environmental improvements.
- Establish and review housing and display conditions and parameters.

#### **Preventive Conservation**

- Specify, arrange and conduct preventive conservation activities, including environmental monitoring, storage and packing, and display housekeeping.
- Apply Collections Care and Conservation policies, processes, procedures and professional standards.
- Co-manage a team of volunteers and, when necessary, other Museum staff and contractors to achieve effective performance of Collections Care and Conservation activities, processes, procedures and standards.
- Provide advice and guidance on all aspects concerning the preventive conservation of collections, recommending appropriate storage and display conditions and advising staff on the packing, handling and movement of Museum objects where appropriate.
- Develop sustainable solutions for collections care, storage, monitoring, assessment, exhibition, promotion, access and engagement.
- Develop, review and support the design, implementation, maintenance and review of the Collections Salvage and Recovery Plan (CSRP).
- Train staff and volunteers in the principles of collections care and conservation.

- Support the movement of objects for display, storage and loan within the UK and abroad.

## **Additional General Responsibilities**

### **Relationships**

- Ensure effective communication with all stakeholders, both internally and externally.
- Work closely with other departments to deliver museum-wide programmes and objectives.
- Cultivate internal relationships that cross team boundaries and demonstrate positive collaboration and problem solving with all team members.
- Cultivate external relationships to identify potential new partners.
- Build and maintain partnerships with relevant external contacts and stakeholders.
- Champion volunteering across the Museum.

### **Budgets and Resources**

- Work to reduce operational costs and maximise resources whilst maintaining standards of products and services.

### **Policies and Procedures**

- Uphold both the spirit and letter of the Museums Association's Code of Ethics.
- Adhere to Museum policies, procedures and code of conduct, to protect people and the Museum's reputation, including GDPR, Health and Safety and Safeguarding policies and procedures.
- Professionally challenge procedures that do not add value to the Museum.

### **Personal Responsibilities**

- Actively support and demonstrate the Museum's Values.
- Work as part of a team and support colleagues across the Museum.
- Protect the reputation of the Museum.

### **General Consideration**

- The above job description is not intended to be a comprehensive list of key responsibilities, duties or requirements, and you are expected to carry out any other duties commensurate with the scope and scale of your role. The job description should be reviewed regularly to ensure it remains an accurate reflection of your role.
- You will be expected to travel to other sites, as and when the role requires it, including outside the UK.

**Person Specification:**

The post holder **must** have (and be able to demonstrate) the following core/professional competencies:

COMPETENCY	DETAILS
<b>Essential technical competencies</b>	<ul style="list-style-type: none"><li>• Postgraduate qualification in preventive conservation, a similar discipline or equivalent experience.</li><li>• Experience of planning and implementing preventive conservation activities.</li><li>• Experience of using Collections Management systems, including managing environmental monitoring systems and Collections Management databases.</li><li>• Experience of training and supervising staff and volunteers.</li><li>• Experience of developing emergency procedures relating to collections.</li><li>• Knowledge of conservation practice and related ethical considerations.</li><li>• Knowledge of collection assessment, emergency planning and response procedures.</li><li>• Ability to use collections management systems.</li><li>• Ability to handle and move a variety of Museum objects, ranging from documents to heavy machinery.</li><li>• In depth knowledge of environmental issues effecting conservation</li><li>• Ability to work on and monitor multiple projects simultaneously.</li><li>• Ability to work systematically, quickly, efficiently and accurately.</li></ul>
<b>Communication &amp; Engaging People</b>	<ul style="list-style-type: none"><li>• Displays enthusiasm around activities, adopting a positive approach when interacting with others, and motivating team members.</li><li>• Listens to, understands, respects and accepts different views, ideas and ways of working.</li><li>• Expresses ideas and provides feedback in a timely and effective manner and with sensitivity and respect to others.</li><li>• Seeks effective ways of working with colleagues, team members and other stakeholders, sharing information, knowledge and experience.</li></ul>
<b>Decision Making &amp; Problem Solving</b>	<ul style="list-style-type: none"><li>• Uses experience and knowledge of standard practices, procedures or customs to evaluate problems and make appropriate decisions/provide appropriate advice.</li><li>• Is able to deal with unfamiliar situations or issues in an effective manner, understanding when a situation requires reference to a relevant individual.</li><li>• Takes initiative to suggest improvement ideas, sharing with the appropriate people in a constructive manner.</li><li>• Takes ownership of problems in their own area of responsibility.</li></ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"><li>• Is able to organise own activities to deliver to expected standards and targets.</li><li>• Shows determination to meet own objectives and priorities and</li></ul>

	<p>supports team members in doing the same.</p> <ul style="list-style-type: none"> <li>• Considers and pre-empts situations that may require changes to own priorities, and plans accordingly.</li> <li>• Remains positive and focused on achieving outcomes, despite setbacks.</li> </ul>
<b>Change, Adaptability &amp; Flexibility</b>	<ul style="list-style-type: none"> <li>• Is receptive and/or pro-actively identifies and contributes to new ideas and approaches, and adapts accordingly.</li> <li>• Has the ability to handle conflicting priorities.</li> <li>• Ensures own uncertainties around any proposed changes are promptly and constructively raised with the appropriate people/person.</li> <li>• Demonstrates an understanding of the need for change and adapts activities and approaches to successfully support the change.</li> </ul>
<b>Professional Excellence</b>	<ul style="list-style-type: none"> <li>• Demonstrates the appropriate level of technical and/or professional knowledge to fulfil the requirements of the role.</li> <li>• Demonstrates pro-activity in seeking opportunities to develop skills, knowledge and experience within own area.</li> <li>• Shows a willingness to take on new opportunities and activities to expand experience, skills and expertise.</li> </ul>
<b>Strategy and Leadership</b>	<ul style="list-style-type: none"> <li>• Understands the Museum's purpose, vision and strategic objectives, and how their own role, their team and other teams within the Museum, supports their achievement.</li> <li>• Positively influences and motivates others, building trust and co-operation within and between teams.</li> </ul>

The following are **desirable**:

COMPETENCY	DETAILS
<b>Additional competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge of and interest in the social or technical history of the Royal Air Force.</li> </ul>

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