

JOB DESCRIPTION

Job Title:	Conservation Manager
Employer:	Trustees of the Royal Air Force Museum
Responsible to:	Head of Collections Services
Direct reports:	Collections Care Officer, Collections Care Technician, Collections Care Volunteer Team Leaders and other volunteers as required

PURPOSE OF THE ROLE:

To work as part of the Collections Services team to:

- Lead the conservation team, integrating staff and volunteers to condition assess, document, clean and conserve objects ranging from aircraft and uniforms to personal papers and art works
- Plan, manage and monitor the delivery of programmes for the conservation of the Museum's collections, planning activities, managing risk, time and resources in accordance with professional standards, policies, procedures and legislative requirements
- Ensure the safe, secure, effective and efficient management of the conservation team, volunteers, contractors, conservation materials, equipment and facilities.
- Ensure an effective balance is made between long-term preservation, restoration and the Museum's access and interpretation objectives.
- Support and facilitate the Museum's commercial activities

Job Functions

Conservation

- Promote and facilitate the integration of technical, engineering and museum conservation functions, notably the management of technical work on large objects and the development of conservation programmes and facilities for smaller objects at the London site through a team of staff and volunteers.
- Plan, manage and monitor preventive and interventive conservation programmes, ensuring all relevant information relating to COSHH and other risks, object condition, environments, standards, conservation practice, analysis and remedial response is effectively and efficiently recorded and reported.
- Support the development of collections through Collections Review and other collections development programmes, including impact statements, conservation plans and store assessments.
- Liaise with the Museum Registrar to support the implementation of effective collections management programmes, including documentation, policy and procedure, inward and outward loan, movement and transportation.

- Liaise with the Head of Exhibitions and Interpretation and their team to support the management of workshops, delivery, mounting, installation and de-installation of exhibitions, collection displays and capital projects.
- Contribute to the Museum's research activities and promote the Museum as a centre of excellence for the conservation of social, military and aviation heritage.

Visitor Experience

- Support the development of a more diverse range of staff, volunteer and public engagement opportunities with the collections and conservation activity.
- Support the development and delivery of public events such as Open Cockpits and other open access events.

Health and Safety

- Ensure that all team activities meet necessary standards and legislation relating to Health and Safety, including Control of Substances Hazardous to Health (COSHH), risk assessments, manual handling, working at height and Ionising Radiation Regulations (IRR).
- Act as Radiation Protection Supervisor (RPS) for the London site, reporting to the Radiation Protection Safety Officer (MBCC Manager) and Radiation Protection Advisor (external).
- Support the development and delivery of emergency plans and procedures relating to collections.
- Participate in hazard management procedures associated with collections.

Team Management and Administration

- Meet departmental objectives as defined in Museum-wide strategic plans, business plans and associated programmes.
- Recruit, train, lead, motivate and professionally develop the conservation team, ensuring plans are progressed successfully, setting and monitoring objectives and encouraging professional development.
- Provide effective, timely reporting and risk management both in writing and through presentations and discussion.
- Tender for, manage and oversee the work of external contractors and consultants as required.
- Encourage feedback from the team and other departments to ensure 'lessons learned' are shared with colleagues.
- Deputise for the Head of Collections Services on matters concerning conservation.

Budgets and Resources

- Provide effective financial management and reporting.

- Minimise payroll costs while maintaining effective service to customers.
- Reduce operational costs and maximise resources whilst maintaining standards of products and services.

Relationships

- Ensure the work of the team and the wider Collections Services department is communicated effectively to all stakeholders, both internally and externally.
- Cultivate internal relationships that cross team boundaries and demonstrate positive collaboration with all team members delivering museum-wide programmes and objectives.
- Ensure the team of staff and volunteers is integrated and informed using diverse and open communication channels.

Policies and Procedures

- Uphold both the spirit and letter of the Museums Association's Code of Ethics.
- Comply with Health and Safety legislation.
- Adhere to organisational policies and procedures to protect people, the collections and the Museum's reputation.
- Develop and maintain policies and procedures that support and deliver departmental objectives
- Professionally challenge procedures that do not add value to the organisation.

Personal Responsibilities

- Demonstrate the Museum's values in all day to day interactions with colleagues, working as a positive influence and role model, acting with integrity and professionalism and tackling challenges in a pragmatic and collaborative manner to bring staff and volunteers along with changes and developments.
- Protect the reputation of the Museum.
- Develop professional contacts and attend conferences, seminars etc to enhance professional skills and knowledge.
- Maintain a Personal Development Plan.

Hours and Physical Conditions

- This is a full-time position. 40 hours per week, 5 days out of 7.
- Occasional weekend, public holiday and evening work will be required to support and supervise museum activities, including volunteer projects.
- The post is based at the London site but work at all Museum sites (London, Cosford and Stafford) and at other venues in the UK and abroad may be required.

This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the Company to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible the Company reserves the right to make reasonable changes after consultation.

PERSON SPECIFICATION

CRITERIA	REQUIREMENT	E/D	EVIDENCE
Qualifications	Relevant engineering or conservation qualification or demonstrable experience in managing, maintaining and preserving aircraft or other large industrial objects within a heritage, commercial or military environment.	E	Application, interview, certificate
	Full, clean driving licence	D	Application, certificate
	ICON Accredited Conservator-Restorer (ACR).	D	Application
	Radiation Protection Supervisor (RPS) certificate.	D	Application
	General management or project management qualification (e.g. PRINCE2 qualification, diploma)	D	Application
Work Experience	Demonstrable experience of implemented conservation or engineering activities in line with professional standards and best practice.	E	Application, interview
	A highly experienced project manager with practical experience of working in an accountable management environment.	E	Application, interview
	Experience of developing complex, multi-disciplinary teams through organisational change.	E	Application, interview
	Experience of managing and scheduling complex multi-disciplinary activities to meet approved activity plans and timetables.	E	Application, interview
	Experience of forward planning, budgeting and forecasting.	E	Application, interview
	Experience of compiling and maintaining management documentation, including activity plans, progress reports, method statements, risk assessments, staff and volunteer records.	E	Application, interview
	Experienced courier	E	Application, interview
	Experience of operating height access and heavy lifting equipment (e.g. cherry picker, scissor lift, forklift)	D	Application, interview

Skills and Knowledge	Thorough knowledge of COSHH and health and safety regulations and legislation, including radiation protection and asbestos.	E	Application, interview
	Excellent IT skills with knowledge of a range of software and systems, including MS Office and, ideally, museum collections management systems.	E	Application, interview
	Skilled in the safe handling, stowage, manipulation and movement of large industrial objects.	E	Application, interview
	Able to operate height access equipment, notably cherry picker and scissor lift or willingness to be trained.	D	Application, interview
	Understanding of collections management and conservation standards and best practice, including the care, management and movement of large industrial objects.	D	Application, interview
	Knowledge of or interest in the stories of the Royal Air Force and its people.	D	Application, interview
Aptitudes	Motivate and provide clear leadership and direction for the team, engaging and inspiring them to realise the full potential of their abilities and the opportunities they and the Museum have to positively develop.	E	Application, interview
	Make effective and collegiate decisions based on a sound understanding of the Museum's values, strategic and business objectives, professional standards and procedures.	E	Application, interview
	The ability to take an active and proactive role in encouraging, nurturing and implementing new ideas, positive organisational development and change.	E	Application, interview
	Complement technical and professional expertise with digital skills and awareness of the importance of wider ranging access to collections, business and collections information.	E	Application, interview
	Able to systematically and logically identify and focus on priorities to achieve targets and manage multiple, competing workflows.	E	Application, interview
	Encourage collaboration and foster positive working relationships and partnerships.	E	Application, interview

	Understand and meet audience needs and expectations to provide a positive experience of the organisation.	E	Application, interview
	A personal commitment to fairness and equality of opportunity.	E	Application, interview

E – Essential **D** – Desirable

Evidence: Application, Certificates, Interview, Assessment