

# Recruitment Pack

## Principal Curator, Science



## Principal Curator, Science

**£37,474 - £48,297 per annum plus membership of Civil Service pension scheme**

At an exciting time for the organisation, National Museums Scotland offers a unique opportunity to shape a world-class science collection and lead an expert team.

You will be responsible for our rich collection of instruments relating to astronomy, geography, physics, chemistry, biomedicine, computing, and a large photography collection. Material ranges from the miniscule to the massive; from mediaeval to very modern. The collection is housed not only at the National Museum of Scotland but also at other sites, especially the National Museums Collection Centre.

We seek an outstanding candidate to develop these dynamic collections further, especially with new initiatives and contemporary collecting. You will lead, manage and participate in the research, interpretation and STEM engagement activities of the section. The post-holder will also work with the Keeper of Science and Technology and the section heads for Technology and Transport to lead the Department in achieving its bold ambitions.

As head of section the Principal Curator will supply a high level of expertise and experience in one or more of the collection areas covered by the section. You should have acknowledged demonstrable research expertise in a relevant specialist area, and an established reputation in your discipline.

Applicants should have a degree and postgraduate qualification/s in a relevant subject, in addition to proven relevant work experience. An excellent communicator with a proven track record of research and fundraising, the successful candidate will be organised, methodical, adept at problem solving, a team worker and a strategic thinker. Experience in managing staff and projects, and good ICT skills are also essential. A driving licence is desirable.

Details of this post and of all our vacancies can be viewed on [www.nms.ac.uk](http://www.nms.ac.uk).

For further information and an application pack, please visit [www.nms.ac.uk](http://www.nms.ac.uk), telephone 0131 247 4094 (answerphone) or email [applications@nms.ac.uk](mailto:applications@nms.ac.uk), stating reference **NMS18/876/1**

Closing date for completed applications is **28 October 2019**.

It is anticipated that the selection event for this post will be held on 29 November 2019.

***Please note that CVs are not considered as part of applications and will not be forwarded to the shortlisting process.***

National Museums Scotland is committed to being an Equal Opportunities Employer.

## NATIONAL MUSEUMS SCOTLAND BACKGROUND

National Museums Scotland is one of the UK's leading museum groups and has a broad national and international reach. It is responsible for over twelve million objects from across the globe, built up over 200 years. Our largest site, the National Museum of Scotland is one of the leading museums in Europe and is the most visited museum or attraction in the UK outside London. Our objects encompass a huge range of internationally important collections covering science and technology; art, design and fashion; the natural world, cultures across the world; and the story of Scotland itself. These unusually broad ranging collections enable us to explore, to debate and to celebrate our nation and the world around us – past, present and future.

Bold ideas and a track record of success have served us well in securing support for ambitious goals. Inspired by the pioneers and thinkers who founded our institution and created our collections, National Museums Scotland is committed to take every opportunity to realise its vision: *Inspiring people, connecting Scotland to the world and the world to Scotland*. We work with museums and communities across Scotland and internationally, introducing our collections to a much wider audience than can physically visit our museums, through touring exhibitions, loans, community engagement, digital programmes and research.

### Continuing Investment

Over the last decade, we have invested over £120 million in our sites and have more than doubled our visitor numbers, with over 3 million people now visiting our four museums. We have also redeveloped the National Museums Collection Centre, an internationally significant facility for the storage, research and conservation of Scotland's wide-ranging national collections. This has included new conservation laboratories and new storage and research facilities.

We have recently completed two further major projects. A £3.6 million redevelopment has enabled a step change to be made in the visitor experience at the National Museum of Flight, restoring two historic aircraft hangars and re-presenting 100 years of aviation history. A further £14.1 million investment at the National Museum of Scotland has created ten inspiring galleries of fashion, decorative art and design, science and technology and a new public piazza in front of the Museum, opened in the Museum's 150th anniversary year.

In 2019 we completed the transformation of the National Museum, with three new galleries of East Asia, Ancient Egypt and the art of ceramics. We look forward to beginning a reconsideration of the Museum's Scottish galleries, where we will aim to explore afresh the contemporary and historic identity of the nation through the lens of the twenty-first century. Further leading-edge facilities at the expanding National Museums Collection Centre will transform that site into an international hub for the conservation, research and sharing of our collections. Consideration is also being given to further significant investment at the National Museum of Flight.

### Our Museums

Over the last decade, we have more than doubled our visitor numbers, with over 3.14 million people now visiting our four museum sites: the National Museum of Scotland and National War Museum, in Edinburgh; the National Museum of Flight, in East Lothian; and the National Museum of Rural Life in East Kilbride, near Glasgow. We also have a fifth site, the National

Museums Collection Centre in north Edinburgh which is an internationally significant facility for the storage, research and conservation of Scotland's wide-ranging national collections

## **Collections and Research**

Our collections are a legacy which we look after on behalf of everyone. Our huge collections represent everything from Scottish and classical archaeology to decorative arts, design and fashion; from world cultures and social history to science, technology and the natural world. The National Museums Collection Centre, in Edinburgh, is home to millions of items not currently on display. It also houses state-of-the-art facilities for conservation, taxidermy and collections research. The latter is often undertaken in partnership with Universities and other major institutions nationally and internationally.

Through our research, we aim to explore the significance of the millions of objects in our care. How we interpret our collections can increase public understanding of human history and the natural environment.

## **Exhibitions and Events**

Through major international exhibitions we bring cultural treasures from around the world to Scotland and help tell the significant stories within our own collections. From our annual Airshow at the National Museum of Flight to events held in partnership with Edinburgh's festivals; from lectures, re-enactments and concerts to our award-winning after-hours Museum Lates: our public programmes bring history, science, the natural world, arts and cultures to life.

## **Schools Programme**

School children from across Scotland experience days of discovery across our sites, with more than 65,000 school visits enjoyed every year. Many more pupils engage with our objects and exhibitions through live broadcasts and through our shared learning resources.

## **National and International**

Innovative ways to connect with audiences across Scotland lie at the heart of our national programmes. Our outreach programme widens access to our collections, through projects tailored to meet the needs and interests of diverse groups across Scotland.

From touring exhibitions to creative collaborations, our partnership work across the UK and internationally brings our collections to a much wider audience than can physically visit our museums. By working overseas we are extending Scotland's international profile and developing knowledge of our collections far beyond our walls.

## **Services and Expertise**

Our dedicated staff possess a wealth of expertise across a wide range of fields, and through our knowledge exchange programme we provide advice, training and support to museums across Scotland.

Loans to venues across Scotland and the UK enhance regional collections and mean more people than ever can enjoy our objects. Our international loans programme helps introduce our

collections to audiences who might never visit our museums, and brings treasures from around the globe to our shores.

## **STRATEGIC PLAN 2016-20**

Our new Strategic Plan sets out the ambitions of National Museums Scotland in 2016-20. It outlines the opportunities and challenges we face, and the potential we see:

Our **Aims** direct our priorities, activities and actions:

- *Put People First*  
Create inspiring experiences that help our audiences' understanding of themselves and the world around them.
- *Value our Collections*  
Preserve, interpret, share and make them accessible for all.
- *Increase our Reputation and Reach*  
Connect more with people locally, nationally and internationally.
- *Transform our Organisation*  
Develop our people, and work together to deliver our ambitions and increase our income.

Our **Priorities** reflect our continued drive to delight and inspire our visitors, to invest in our historic buildings and displays, and to research and display our collections for audiences to enjoy. Each priority has a series of intended outcomes, with more detailed actions in our annual Operational and Department Plans:

- Creating inspiring visitor experiences at our Museums and elsewhere.
- Developing, preserving and increasing access to the National Collections.
- Strengthening and sharing collections knowledge and research.
- Reaching out to people across Scotland and the world.
- Transforming our digital engagement.
- Valuing, supporting and developing our people and empowering them to work together in new ways.
- Growing and diversifying our income.

Looking ahead, we plan to broaden our programme, making further step-change improvements to quality, profile, popularity and reputation. Our dynamic programme of displays, exhibitions and events will continue to develop, drawing ever larger and broader audiences, young and old, at home and abroad, to encounter extraordinary objects in new ways. We also aim to address our wider national and international potential, and make shifts in the way we operate and fund our work.

Our funding comes from three main sources: the Scottish Government, commercial income (including ticketed museums, exhibitions and events) and philanthropy. In the years ahead we aim to increase the income we generate, as delivering our ambitions will require additional financing. We aim to build on our success in raising large sums from charitable trusts,

individuals and corporate supporters, increasing our fundraising capacity and supporter base. We also aim to grow commercial income from our Enterprises company and other sources.

We have approximately 450 staff and over 500 volunteers. To achieve our goals it is vital that the whole team work well together – effective delivery rests on enabling our staff to use their skills and experience to the full and continuing to attract new talent to every part of the organisation. Our commitment to the development and engagement of our people is central to the delivery of this Strategy.

## General Information

### Principal Curator, Science

#### Salary

The salary range is £37,474 - £48,297 per annum. Salary on appointment will be subject to qualifications and experience and will normally be within the bottom quarter of the pay range. Pay, including pay progression, is reviewed in negotiation with the recognised trade unions, with an annual settlement date of 1 April.

Where an internal candidate successful applies for a post which is the same grade as their current post, they will transfer to the new post on the same salary with pay progression as normal.

#### Hours

Normally a five-day week of 37 hours, excluding lunch breaks. Normal hours of attendance are Monday to Thursday 08:30 to 17:00, Friday 08:30 to 16:30. As an alternative, a flexible working system is in operation.

#### Location

This post is based at National Museum of Scotland, Chambers Street, Edinburgh.

#### Annual leave

There is an annual leave allowance of 28.5 days per annum, rising to 33.5 days per annum after five years' service. In addition, all staff receive 8 public holidays per annum.

#### Probation

Staff are on probation for a period of six months from date of appointment.

#### Pension

Staff of National Museums Scotland are eligible to join the Civil Service Pension arrangements, which are a valuable part of the pay package. The pension is secure, being backed by government guarantee. The organisation pays up to 24.3% of your gross salary towards your pension. Members' contributions are comparatively low. The choice of scheme is as follows:

- **alpha.** This is a defined benefit pension scheme. Details of the contributions you will pay are shown in Annex A. As your employer we will also make a substantial contribution.
- **partnership pension account.** This is a stakeholder pension with a contribution from us. How much we pay is based on your age and we pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

NB: It should be noted that annual increases in employee contributions to the Civil Service Pension arrangements will be advised by the Cabinet Office to National Museums Scotland on an annual basis.

Eligibility to join the main scheme may be affected by such factors such as:

- previous service in a Civil Service department;
- a Civil Service pension already in payment; or
- having been awarded enhanced benefits on leaving a Civil Service employer.

New members of National Museums Scotland staff whose eligibility is not affected by any such factors will be automatically entered into alpha upon appointment until their pension choices form is confirmed or if they decide to opt out of the Civil Service pension arrangements altogether. If you do opt out, the Pensions Act 2011 requires all employers to automatically re-enrol all eligible workers who are not in a qualifying pension scheme. This takes place periodically, usually every three years, from the employer's staging date. National Museums Scotland staging date was 1 November 2013.

## Our approach to Equality and Diversity

We are committed to promoting equal opportunities, and part of this commitment relates to our aim to appoint the best person for the job regardless of their gender, age, gender reassignment, disability, pregnancy, colour, race, nationality, ethnic or national origins, sexual orientation, religion or belief, or because someone is married or is a civil partner.

Impact Assessments have been undertaken to review our Human Resources policies to ensure that individuals and groups are not treated adversely and where possible, we have begun to develop policies that have a more positive impact, to help us attract and retain a diverse workforce. We also undertake **Equal Opportunities Monitoring** to evaluate the effective implementation of our policies and procedures and to comply with legislation. Information relating to our Equality Schemes and Action Plans can be found on our website. Here are some of our policies that are designed to enable you to balance your work and your life commitments:

Flexible Working Hours Scheme

Flexible Working Arrangements

Part Time Working

Special Leave

Dependent Leave

Work Life Balance: Career Breaks and Flexible Working

Adoption and Parental Leave

Shared Parental Leave

Employee Assistance

Gender Reassignment

Maternity and Paternity Leave

If you have any special requirements either to complete the application form or in order to attend an interview or selection event or have any other questions then please contact our HR team.

## **Employee Savings**

Staff employed by National Museums Scotland have the opportunity to access an exclusive website through which they can access savings and discounts from over three hundred high street and on line retailers. The wide range of goods and services available at a reduction range from everyday essentials such as food shopping to occasional purchases such as white goods and holidays.

This is in addition to employee discounts in our shops, restaurants and cafes and free or discounted entry to National Museums Scotland properties and other cultural institutions and visitor attractions across the United Kingdom.

## **Capital Credit Union**

Capital Credit Union is an ethical not-for-profit financial cooperative that provides savings and lending solutions to its members. National Museum Scotland is a Sponsoring Employer of which means that employees can save into a Capital Credit Union savings account via their monthly salary. By making regular savings in this way, our employees get access to a range of products and services, including dividends, a range of savings accounts, unsecured loan products, fixed and variable rate mortgages, etc.

## **Cycle to Work Scheme**

National Museums run the Salary Sacrifice based cycle scheme 'Halfords cycle2 work'. Salary sacrifice occurs when an employee agrees to give up part of their salary for an agreed period in exchange for a non-cash benefit; in this case, the loan of a bike/ safety equipment for an agreed period of either 12 or 18 months. Providing the main use of the bike is for commuting to work, employees will incur no tax or National Insurance on the benefit.

## **Retirement Policy**

National Museums Scotland does not have a default retirement age. Under the alpha pension the age you can draw your pension benefits without reduction is the higher of age 65 or your state pension age.

## **Conditions of Service**

Staff of National Museums Scotland are not Civil Servants, since they are appointed by the Board of Trustees and not by the Crown.

## **Attendance for interview**

Candidates invited for interview will be required to attend in person. There are no arrangements currently in place to enable interview by alternative means, for example, video or telephone conference calls.

## Travel expenses

We will pay up to a maximum of £150 for reasonable travel and accommodation expenses *necessarily* incurred by candidates attending interview. Checks will, therefore, be carried out to ensure that any overnight stay is necessary and that cheaper travel options have been sought out.

There will be no reimbursement for subsistence.

## Expenses guidelines

Travel expenses are provided by National Museums Scotland to assist you in attending a selection event, please consider the guidelines below before making any travel and/or accommodation reservations:

- Accommodation will be reimbursed up to a maximum of £85 however cheaper hotels should be used whenever they are available at an acceptable standard.
- Use of the Airport Shuttle bus between the airport and the city centre is encouraged. If a taxi is taken we will only reimburse at the cost of a return bus fare.
- If you choose to drive we will pay for the equivalent standard rail fare if less than the cost of mileage.
- If possible journeys should be done in one day.
- £150 is the maximum allowance and we reserve the right to reimburse for less than this if we feel that the costs aren't justified.
- Claims of less than £10 will not be reimbursed.

Candidates travelling from outwith the UK should note that expenses may be claimed from point of entry only.

## Background checks

Any offer of employment will be made subject to the receipt of references which are satisfactory to National Museums Scotland and cover the full three-year period prior to the effective date of any appointment.

## Disclosure Scotland

It will be a condition of employment that the successful applicant for this post undertakes a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. National Museums will refund the associated costs.

## Eligibility to work in the UK

Employers are required to ensure that any prospective employee is legally entitled to live and work in the UK. You will be required to provide appropriate documentation as evidence at interview stage, normally in the form of a passport and/or other document which states that you have the right of residence and right to work in the UK.

Where more than one candidate is successful in passing the Selection Board for a post, National Museums is obliged to offer the post to an eligible candidate who already has

the right to live and work in the UK (a settled worker), before considering a candidate for whom a Certificate of Sponsorship application would be required. This is because any such application would need to show that no suitably qualified settled worker is available for the post.

### **Selection Process**

This successful candidate for this position will be appointed following a competency based selection process.

This will involve a selection event, during which candidates will participate in activities that will enable the assessors to assess performance against our Competency Framework.

Our competencies are:

Building Relationships  
Communicating & Engaging  
Focusing on your Customers  
Improving & Innovating  
Leading & Managing  
Planning for Success

It is anticipated that the selection event for this post will take on Friday 29<sup>th</sup> November 2019.

*We do appreciate the time and effort that applicants invest in applying for opportunities with National Museums Scotland. Unfortunately due to the high numbers of applications we receive we are unable to respond to every candidate to inform them whether or not they have been shortlisted for interview.*

*If you have not had any response within six weeks of the closing date, you should assume that your application has been unsuccessful.*

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**JOB DESCRIPTION**

<b>Post Title:</b> Principal Curator (generic)		
<b>Department:</b> Science & Technology	<b>Section:</b> Science	
<b>Directorate:</b> Collections	<b>Grade:</b> 2	<b>Hours:</b> 37 (net)
<p><b>Purpose of Post:</b></p> <ul style="list-style-type: none"> <li>▪ To be responsible for the management of a section and the curation of its collections, in support of the overall strategy and objectives of National Museums</li> <li>▪ To develop leadership, management and participation in the research activities of the section</li> <li>▪ To develop specialist knowledge about the specified collections and enable the widest possible access to them, in line with National Museums' objectives</li> </ul>		
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Be responsible for the overall curation of the collections within the section, aiming to achieve best practice, in line with National Museums' policies and procedures. This covers activities relating to acquisitions, loans, collections care and documentation</li> <li>▪ Develop the leadership, management and participation in the research activities of the section, in line with National Museums' policy and programme</li> <li>▪ Develop understanding of overall relevant collection requirements and their potential, in order to contribute to departmental strategic planning</li> <li>▪ Be responsible for staff / projects / budgets and other resources allocated to the section</li> <li>▪ Ensure appropriate access to the collections is provided and managed effectively</li> <li>▪ Represent National Museums and the collections in the national and international academic and cultural sectors, and give professional advice</li> <li>▪ Develop, lead and contribute to projects using the collection, such as exhibitions and preparation of material for publications and educational activities</li> <li>▪ Lead the section's participation in outreach activities which are the National Programmes of National Museums</li> </ul>		

**Key Responsibilities (cont):**

- Lead the section's participation in Learning & Programmes activities, to reach a wide variety of audiences
- Manage the section's contribution to National Museums' digital programmes
- Identify potential funding opportunities and develop funding bids, to support strategic priorities for the department in line with National Museums' policies
- Ensure appropriate management of volunteers supporting curatorial work, to keep their contribution focused and recognised
- Promote and ensure compliance with the legislative framework (e.g. health & safety) and any special requirements of the collection (e.g. radiation)
- Support and deputise for the Keeper
- Commit to good health & safety and access practice and ensure familiarity with National Museums' health & safety and access policies, procedures and guidelines

**Expected Outcomes:**

- Significant contributions at senior level to curatorial and management activities
- Development of extended knowledge and external profile of collections and related subjects
- Developing knowledge applied and disseminated in research and public programmes
- Management and use of collections, in line with National Museums' standards
- Effective management of staff and resources

**Reports To:**

Keeper of department

**Facts and Figures:**

**Budget:** Delegated responsibility for elements of Departmental budget - also responsible for seeking and drafting external funding bids

**Staff Managed:** Section members, plus volunteers and contractors where appropriate

**Facts and Figures cont:**

**Other:** Responsibility for a section of the national collections of historical importance, financial value, and scholarly significance

**Thinking Skills (Judgement / Decisions Made):**

- Assessment of other people's work, including their presentation of subject / collection / project information
- Judgement and interpretation of the section's collections, to analyse their strengths, care requirements, context and potential development and research direction
- Knowledge and appraisal of external context, to inform decisions
- Application of National Museums' collection management policies and procedures to the section's collections
- Communication, planning and organising skills, both internal and external
- Problem solving, by providing innovative solutions to novel problems, if necessary
- Recognition of issues which require upward referral
- Dealing with management issues (staff, budget, projects) for the section

**Communication and Contact:****Internal:**

- Head of Section and other curators
- Collections Management department
- Conservation & Analytical Research department
- Director of Collections
- Exhibitions
- Learning & Programmes
- Resources and Facilities staff

**Communication and Contact cont:****External**

- Visitors and enquiries
- Other museums and related organisations
- Academic peer group, national and international
- Potential partners, sponsors and donors
- Media
- Volunteers
- Borrowers and lenders

**Most Challenging Parts of the Job:**

- To balance multiple priorities
- To manage the section's collections, extend accessibility, and develop further specialist knowledge
- To contribute to finding strategic solutions for sectional and Collections Directorate issues
- To coordinate and integrate the section's activities within the department
- To foster external relationships effectively
- To develop a high research profile

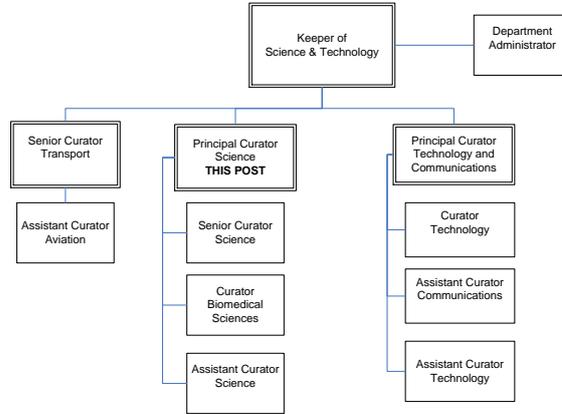
**Other Requirements, e.g. Multi-site Working, On Call, etc:**

Must be willing to travel as the duties require, e.g. other National Museums' sites, courier duties, fieldwork, or as representative of National Museums to external bodies

Organisational Chart:

**Science and Technology**

Thursday, 19 September 2019



## PERSON SPECIFICATION

<b>Post Title:</b> Principal Curator (generic)		
<b>Department:</b> Science & Technology	<b>Section:</b> Science	
<b>Directorate:</b> Collections	<b>Grade:</b> 2	<b>Hours:</b> 37 (net)

<b>Knowledge</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
A relevant first degree, or equivalent experience	Essential	Certificate
A postgraduate degree in a relevant subject, or equivalent experience	Essential	Certificate
Knowledge of interpretation of collections by different means to a variety of audiences	Essential	Selection Event
Developed knowledge of and enthusiasm for relevant subject area	Essential	Selection Event
Knowledge of cultural sector context and relevant external bodies	Essential	Application / Selection Event
Understanding and knowledge of best practice standards in collections management	Essential	Selection Event
Knowledge of potential health & safety issues relevant to the specialist area	Essential	Selection Event
Established profile in area relevant to National Museums' collection	Desirable	Application / Selection Event
Developed knowledge of relevant collections in section	Essential	Application / Selection Event
Postgraduate qualification in Museums Studies, Heritage Management or equivalent	Desirable	Certificate

<b>Skills</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
ICT skills in Microsoft Word, Excel and Outlook and use of databases	Essential	Application / Certificate
Driving licence	Desirable	Licence

<b>Experience</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
Proven experience in relevant museum or similar environment	Essential	Application
Experience of collections management good practice in museum or similar collections	Essential	Application
Experience of financial planning responsibility	Desirable	Application
Experience of managing projects involving other people and inter-disciplinary relationships	Desirable	Application / Selection Event
Record of intellectual and practical contribution to exhibitions	Essential	Application / Selection Event
Record of publication in area of specialism and / or public presentations to a variety of audiences	Essential	Application / Selection Event

National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in all of these and will be assessed from the Application Form, and, if you are invited to attend, at the Selection Event.

<b>Competency</b>	<b>Level</b>	<b>Detail</b>
<b>Building Relationships</b> Works effectively and professionally as part of their team and cooperates with others across the organisation; collaborates and networks externally for specific outcomes and	3	<ul style="list-style-type: none"> <li>▪ Helps others understand other National Museums Scotland's roles and functions internally and externally</li> <li>▪ Demonstrates an understanding of conflicting outlooks and a willingness to find common ground</li> <li>▪ Proactively manages the expectations of internal and external senior stakeholders, in terms of interdependencies, responsibilities and outcomes</li> </ul>

<p>projects; forms partnerships, nationally and internationally, for mutual benefit</p>		<ul style="list-style-type: none"> <li>▪ Builds and maintains a strong external network to look for opportunities for external collaboration</li> <li>▪ Helps make connections for people, putting people in touch to facilitate cooperation and collaboration</li> </ul>
<p><b>Communicating &amp; Engaging</b> Uses interpersonal skills flexibly to communicate, influence, persuade and negotiate to ensure a shared understanding and commitment to act</p>	3	<ul style="list-style-type: none"> <li>▪ Communicates with credibility and authority, presenting a compelling point of view</li> <li>▪ Considers the needs of National Museums and its staff in determining appropriate communication and channels</li> <li>▪ Influences and persuades senior stakeholders and gains commitment of others to act and achieve outcomes</li> <li>▪ Delivers difficult messages constructively to staff, customers and others when required</li> <li>▪ Keeps lines of communication open at all times for feedback and exchange</li> </ul>
<p><b>Focusing on your Customers</b> Places the customer at the heart of what we do; engages, listens and responds to deliver excellent service; creates an outstanding experience and supports a culture of service excellence, both internally and externally</p>	3	<ul style="list-style-type: none"> <li>▪ Proactively finds out what our diverse customers want by consumer research and testing</li> <li>▪ Analyses the needs of our customers and takes action to enhance and improve customer service</li> <li>▪ Develops and effectively manages a network of existing and potential customers, internally and externally</li> <li>▪ Supports colleagues in meeting and managing the expectations of their customers</li> <li>▪ Ensures customer focused processes, frameworks and systems are in place and operate effectively</li> </ul>
<p><b>Improving &amp; Innovating</b> Builds personal and organisational capability to think creatively and continuously improve National Museums Scotland, to enable it to excel and lead within the sector</p>	3	<ul style="list-style-type: none"> <li>▪ Monitors the external environment for emerging trends and opportunities and shares this information</li> <li>▪ Positively manages resistance and blocks to change and innovation through engaging with others</li> <li>▪ Initiates changes that contribute to continuous improvement</li> <li>▪ Proactively manages the impact of innovation and change on staff and stakeholders</li> <li>▪ Gives honest constructive feedback on staff's ideas and, where appropriate, feeds them into short and long term planning</li> </ul>

<p><b>Leading &amp; Managing</b> Sets direction and standards to drive individual, team and organisational performance by involving, supporting, developing and enabling staff and others to effectively contribute to the present and the future of National Museums Scotland</p>	2	<ul style="list-style-type: none"> <li>▪ Creates understanding and commitment to the department and organisational priorities and programming.</li> <li>▪ Adapts management style to suit the circumstances and diversity of our workforce.</li> <li>▪ Shares knowledge, expertise and best practice with others to help them develop and perform.</li> <li>▪ Cares about the needs of the team, listens to and acts on feedback.</li> <li>▪ Challenges under-performance, clarifies expectations of good performance and stretches good performers.</li> </ul>
<p><b>Planning for Success</b> Realistically plans tasks and manages workload; develops programmes and manages projects in consultation with stakeholders, within existing resources, and makes informed decisions for effective delivery</p>	3	<ul style="list-style-type: none"> <li>▪ Plans complex activities effectively – sets milestones, collaborates with a range of stakeholders to ensure effective delivery and compliance</li> <li>▪ Sets parameters and measures to monitor the outcomes from plans and projects</li> <li>▪ Manages and maximises the use of resources to ensure deadlines, quality indicators and efficiency targets are met, and solutions developed</li> <li>▪ Knows when to stop analysing and make the best decision with uncertain or limited information</li> <li>▪ Ensures effective processes exist to deliver outcomes across the organisation</li> </ul>

## JOB DESCRIPTION

<b>Post Title:</b> Principal Curator (generic)		
<b>Department:</b> Science & Technology	<b>Section:</b> Science	
<b>Directorate:</b> Collections	<b>Grade:</b> 1	<b>Hours:</b> 37 (net)
<p><b>Purpose of Post:</b></p> <ul style="list-style-type: none"> <li>▪ To be responsible for the management of a section and the curation of its collections, in support of the overall strategy and objectives of National Museums</li> <li>▪ To lead, manage and participate in the research activities of the section</li> <li>▪ To develop specialist knowledge about the specified collections and enable the widest possible access to them, in line with National Museums' objectives</li> </ul>		
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Be responsible for the overall curation of the collections within the section, aiming to achieve best practice, in line with National Museums' policies and procedures. This covers activities relating to acquisitions, loans, collections care and documentation</li> <li>▪ Determine, lead, manage and participate in the research activities of the section, in line with National Museums' policy and programme</li> <li>▪ Develop strategic plans to meet overall relevant collection requirements and their potential</li> <li>▪ Be responsible for staff / projects / budgets and other resources allocated to the section</li> <li>▪ Ensure appropriate access to the collections is provided and managed effectively</li> <li>▪ Represent National Museums and the collections in the national and international academic and cultural sectors, and give professional advice</li> <li>▪ Develop, lead and contribute to projects using the collection, such as exhibitions and preparation of material for publications and educational activities</li> <li>▪ Lead the section's participation in outreach activities which are the National Programmes of National Museums</li> </ul>		

**Key Responsibilities:**

- Lead the section's participation in Learning & Programmes activities, to reach a wide variety of audiences
- Manage the section's contribution to National Museums' digital programmes
- Identify potential funding opportunities and develop funding bids to support strategic priorities for the department, in line with National Museums' policies
- Ensure appropriate management of volunteers supporting curatorial work, to keep their contribution focused and recognised
- Promote and ensure compliance with the legislative framework (e.g. health & safety) and any special requirements of the collection (e.g. radiation)
- Support and deputise for the Keeper
- Commit to good health & safety and access practice and ensure familiarity with National Museums' health & safety and access policies, procedures and guidelines

**Expected Outcomes:**

- Significant contributions at senior level to curatorial and management activities
- Extended knowledge and external profile of collections and related subjects
- Knowledge applied and disseminated in research and public programmes
- Management and use of collections, in line with National Museums' standards
- Effective management of staff and resources

**Reports To:**

Keeper of department

**Facts and Figures:**

**Budget:** Delegated responsibility for elements of departmental budget - also responsible for seeking and drafting external funding bids

**Staff Managed:** Section members, plus volunteers and contractors where appropriate

**Indirect Staff Managed:**

**Other:** Responsibility for a section of the national collections of historical importance, financial value, and scholarly significance

**Thinking Skills (Judgement / Decisions Made):**

- Assessment of other people's work, including their presentations of subject / collection / project information
- Judgement and interpretation of the section's collections, to analyse their strengths, care requirements, context and potential development and research direction
- Knowledge and appraisal of external context to inform decisions
- Application of National Museums' collections management policies and procedures to the section's collections
- Communication, planning and organising skills, both internal and external
- Problem-solving by providing innovative solutions to novel problems, if necessary
- Recognition of issues which require upward referral
- Dealing with management issues (staff, budget, projects) for the section

**Communication and Contact:**

**Internal:**

- Head of Section and other curators
- Collections Management department
- Conservation & Analytical Research department
- Director of Collections
- Exhibitions
- Learning & Programmes
- Resources and Facilities staff

**External:**

- Visitors and enquirers
- Other museums and related organisations

- Academic peers group, national and international
- Potential partners, sponsors and donors
- Media
- Volunteers
- Borrowers and lenders

**Most Challenging Parts of the Job:**

- To balance multiple priorities
- To manage the section's collections, extend accessibility and develop further specialist knowledge
- To find strategic solutions for sectional and Collections directorate issues
- To coordinate and integrate the section's activities within the department
- To foster external relationships effectively
- To build on a high research profile

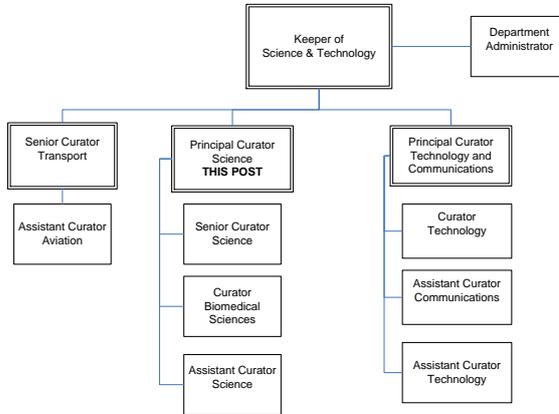
**Other Requirements, e.g. Multi-site Working, On Call, etc:**

Must be willing to travel as the duties require, e.g. other National Museums' sites, courier duties, fieldwork, or as representative of National Museums to external bodies

Organisational Chart:

**Science and Technology**

Thursday, 19 September 2019



**PERSON SPECIFICATION**

<b>Post Title:</b> Principal Curator (generic)		
<b>Department:</b> Science & Technology	<b>Section:</b> Science	
<b>Directorate:</b> Collections	<b>Grade:</b> 1	<b>Hours:</b> 37 (net)

<b>Knowledge</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
A relevant first degree, or equivalent experience	Essential	Certificate
A postgraduate degree in a relevant subject, or equivalent experience	Essential	Certificate
Established profile in area relevant to National Museums' collection	Essential	Application / Selection Event
Knowledge of interpretation of collections by different means to a variety of audiences	Essential	Selection Event
Developed knowledge of and enthusiasm for relevant collections and / or subject area	Essential	Application / Selection Event
Knowledge of cultural sector context and relevant external bodies	Essential	Application / Selection Event
Understanding and knowledge of best practice standards in collections management	Essential	Selection Event
Knowledge of potential health & safety issues relevant to the specialist area	Essential	Selection Event
Postgraduate qualification in Museum Studies, Heritage Management or equivalent	Desirable	Certificate

<b>Skills</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
ICT skills in Microsoft Word, Excel and Outlook and use of databases	Essential	Application / Certificate
Multi-disciplinary approach and skills to scholarship	Desirable	Selection Event
Driving licence	Desirable	Licence

<b>Experience</b>	<b>Essential or desirable</b>	<b>Evidence assessed by</b>
Proven experience in relevant museum or similar environment	Essential	Application
Experience of collection management good practice in museum or similar collections	Essential	Application
Experience of managing projects involving other people and inter-disciplinary relationships	Essential	Application / Selection Event
Record of intellectual and practical contribution, e.g. through exhibitions, conferences and colloquia	Essential	Application / Selection Event
Extensive record of publication in area of specialism and / or public presentations to a variety of audiences	Essential	Application / Selection Event
Experience of financial planning responsibility	Desirable	Application

National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in all of these and will be assessed from the Application Form, and, if you are invited to attend, at the Selection Event.

<b>Competency</b>	<b>Level</b>	<b>Detail</b>
<b>Building Relationships</b> Works effectively and professionally as part of their team and cooperates with others across the organisation; collaborates and	3	<ul style="list-style-type: none"> <li>▪ Helps others understand other National Museums Scotland's roles and functions internally and externally</li> <li>▪ Demonstrates an understanding of conflicting outlooks and a willingness to find common ground</li> <li>▪ Proactively manages the expectations of internal and external senior stakeholders, in</li> </ul>

<p>networks externally for specific outcomes and projects; forms partnerships, nationally and internationally, for mutual benefit</p>		<p>terms of interdependencies, responsibilities and outcomes</p> <ul style="list-style-type: none"> <li>▪ Builds and maintains a strong external network to look for opportunities for external collaboration</li> <li>▪ Helps make connections for people, putting people in touch to facilitate cooperation and collaboration</li> </ul>
<p><b>Communicating &amp; Engaging</b></p> <p>Uses interpersonal skills flexibly to communicate, influence, persuade and negotiate to ensure a shared understanding and commitment to act</p>	<p>3</p>	<ul style="list-style-type: none"> <li>▪ Communicates with credibility and authority, presenting a compelling point of view</li> <li>▪ Considers the needs of National Museums and its staff in determining appropriate communication and channels</li> <li>▪ Influences and persuades senior stakeholders and gains commitment of others to act and achieve outcomes</li> <li>▪ Delivers difficult messages constructively to staff, customers and others when required</li> <li>▪ Keeps lines of communication open at all times for feedback and exchange</li> </ul>
<p><b>Focusing on your Customers</b></p> <p>Places the customer at the heart of what we do; engages, listens and responds to deliver excellent service; creates an outstanding experience and supports a culture of service excellence, both internally and externally</p>	<p>3</p>	<ul style="list-style-type: none"> <li>▪ Proactively finds out what our diverse customers want by consumer research and testing</li> <li>▪ Analyses the needs of our customers and takes action to enhance and improve customer service</li> <li>▪ Develops and effectively manages a network of existing and potential customers, internally and externally</li> <li>▪ Supports colleagues in meeting and managing the expectations of their customers</li> <li>▪ Ensures customer focused processes, frameworks and systems are in place and operate effectively</li> </ul>
<p><b>Improving &amp; Innovating</b></p> <p>Builds personal and organisational capability to think creatively and continuously improve National Museums Scotland, to enable it to excel and lead within the sector</p>	<p>3</p>	<ul style="list-style-type: none"> <li>▪ Monitors the external environment for emerging trends and opportunities and shares this information</li> <li>▪ Positively manages resistance and blocks to change and innovation through engaging with others</li> <li>▪ Initiates changes that contribute to continuous improvement</li> <li>▪ Proactively manages the impact of innovation and change on staff and stakeholders</li> <li>▪ Gives honest constructive feedback on staff's ideas and, where appropriate, feeds them into short and long-term planning</li> </ul>

<p><b>Leading &amp; Managing</b> Sets direction and standards to drive individual, team and organisational performance by involving, supporting, developing and enabling staff and others to effectively contribute to the present and the future of National Museums Scotland</p>	2	<ul style="list-style-type: none"> <li>▪ Creates understanding and commitment to the department and organisational priorities and programming.</li> <li>▪ Adapts management style to suit the circumstances and diversity of our workforce.</li> <li>▪ Shares knowledge, expertise and best practice with others to help them develop and perform.</li> <li>▪ Cares about the needs of the team, listens to and acts on feedback.</li> <li>▪ Challenges under-performance, clarifies expectations of good performance and stretches good performers.</li> </ul>
<p><b>Planning for Success</b>  Realistically plans tasks and manages workload; develops programmes and manages projects in consultation with stakeholders, within existing resources, and makes informed decisions for effective delivery</p>	3	<ul style="list-style-type: none"> <li>▪ Plans complex activities effectively – sets milestones, collaborates with a range of stakeholders to ensure effective delivery and compliance</li> <li>▪ Sets parameters and measures to monitor the outcomes from plans and projects</li> <li>▪ Manages and maximises the use of resources to ensure deadlines, quality indicators and efficiency targets are met, and solutions developed</li> <li>▪ Knows when to stop analysing and make the best decision with uncertain or limited information</li> <li>▪ Ensures effective processes exist to deliver outcomes across the organisation</li> </ul>