

Recruitment Information



Assistant Conservator, Technology
Fixed term for 12 months

Assistant Conservator, Technology (Fixed Term)

£27,107 - £29,475 per annum plus membership of Civil Service pension scheme

An exciting opportunity has arisen for an Assistant Science & Technology Conservator to join our busy and dynamic conservation team, caring for our internationally significant collections of over 12 million items. You'll bring your conservation knowledge to our acclaimed exhibitions, displays and loans programmes.

The team works across several science & technology disciplines including industrial, horology, transport, domestic, aircraft, and working objects. This work can be carried out at any of the NMS sites and a driving licence is desirable.

Reporting to the Conservator, you will preferably have a background in science & technology conservation. You will be able to demonstrate experience of conserving a range of artefacts and have a practical understanding of materials and treatments. You will be aware of professional conservation issues and best practice. You should have a recognised conservation qualification and be able to work on the examination and treatment of objects. This includes documenting conservation treatments and the condition of items, so good IT skills are required.

You will ideally be trained to degree level in a relevant subject, plus a professional conservation related qualification, a good communicator, you will be organised, methodical and adept at problem solving.

You'll be a team player, who is able to work to tight deadlines and effectively plan, prioritise and risk assess your work programme. You will also have a passion for conservation and be able to communicate this to our audiences.

We use a competency-based selection process. If you are invited to a selection event you will be expected to do a practical test as part of the interview that will enable us to assess your performance against our Competency Framework. Details of our competencies can be found in the Person Specification. You will also be required to produce a relevant portfolio at interview.

You are provided with a job description and person specification for further detail about the post. To apply visit www.nms.ac.uk. The **closing date** for completed applications is **Sunday, 17 July 2022** at midnight. Please state reference number **NMS22/29**.

It is anticipated that the **selection event** will take place on **Monday, 8 August 2022**.

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

Find out more about [National Museums Scotland](http://www.nms.ac.uk) and our range of [employee benefits](#).

National Museums Scotland is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at National Museums Scotland are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome candidates who think they have the required skills and can make a contribution in this key role.

JOB DESCRIPTION

Post Title: Assistant Conservator		
Department: Collections Services	Section: Engineering Conservation	
Directorate: Collections	Grade: 5	Hours: 37 (net)
Purpose of Post: <ul style="list-style-type: none"> ▪ To be responsible for practical and advisory conservation in specialist area 		
Key Responsibilities: <ul style="list-style-type: none"> ▪ To apply expert specialist conservation knowledge to National Museums Scotland's conservation programmes ▪ To work closely with exhibition, curatorial and other key sectors in the museum, normally under guidance, to provide the conservation necessary to ensure that deadlines for exhibition and display are met ▪ To be responsible for movement and documentation procedures as required ▪ To support the Head of Section ▪ To propose and develop technical solutions to conserve complex artefacts ▪ To implement supervised conservation research and experimentation projects to develop knowledge and best practice ▪ To assist in the maintenance of laboratories and functions for the section ▪ To carry out the handling and transportation of objects as required, including courier duties ▪ To assist with the supervision of volunteers supporting conservation work, to ensure their contribution is focused and recognised ▪ To deal with routine enquiries and visitors ▪ To contribute to the National Programmes of National Museums Scotland ▪ To contribute to the Learning and Programmes activities of National Museums Scotland on the development and delivery of projects to reach a wide variety of audiences ▪ To assist with the requirements of the National Museums Scotland digitisation programme ▪ To develop a good knowledge of the conservation needs of National Museums Scotland's collections in a particular specialist area 		

- To be committed to good health & safety and access practice and ensure familiarity with National Museums' health & safety and access policies, procedures and guidelines

Expected Outcomes:

- Contribution to the achievement of necessary conservation of collections, to meet the National Museums' display, loan, exhibition and acquisition programmes
- Growth of in-house professional experience to complement theoretical training
- Dynamic interaction with current method development and teaching

Reports to:

Conservator, Engineering Conservation

Facts and Figures:

Budget: None

Staff Managed: None

Indirect Staff Managed: None

Other: Supporting higher grades

Thinking Skills (Judgements / Decisions Made):

- Normally treatments and processes will follow guidelines and supervision, but in some case the development of new treatment or assessment methods will be required
- Communication and presentation of technical issues across a wide audience

Communication and Contact:

Internal:

- Line manager and all colleagues in Conservation & Analytical Research about professional issues
- Collections and curatorial staff about conservation treatments
- Exhibitions and Public Programmes staff in the delivery of work for exhibition and loans
- Other staff throughout the museums on conservation and collections' care issues

External:

- Where appropriate, visitors and public enquiries about care of artefacts
- Professional peers and colleagues about specific project treatments, research and conservation activities

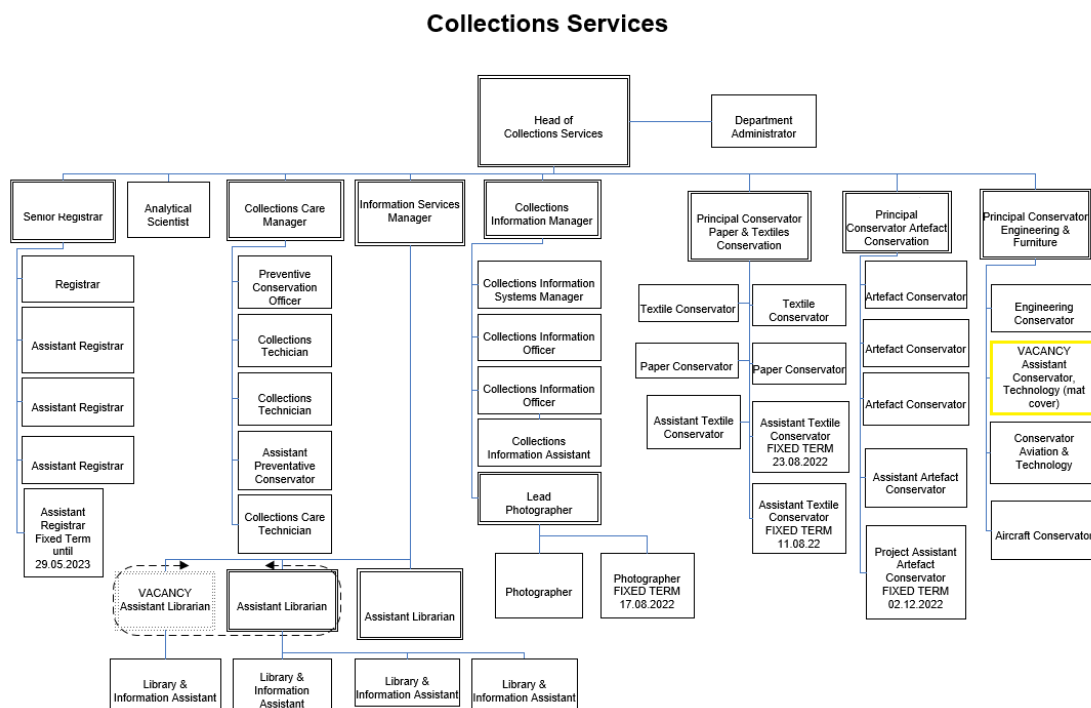
Most Challenging Parts of the Job:

- Applying complex techniques to conserve artefacts within tight timeframes to meet exhibition, loan and display criteria
- Presenting and communicating work to internal and external peer groups

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

- Travel between National Museums Scotland's sites
- Work based at National Museums Scotland's Collection Centre, Granton, but with periods at other National Museums Scotland's sites

Organisational Chart:



PERSON SPECIFICATION

Post Title: Assistant Conservator		
Department: Collections Services	Section: Engineering Conservation	
Directorate: Collections	Grade: 5	Hours: 37 (net)

Knowledge	Essential or desirable	Evidence assessed by
Good first degree in a relevant discipline, or knowledge from relevant experience	Essential	Certificate / Application
Higher degree or recognised diploma in conservation, or relevant experience	Essential	Certificate / Application
Theoretical understanding of material issues and treatments	Essential	Application / Selection Event
Awareness of professional issues	Desirable	Application / Selection Event
Awareness of best practice	Desirable	Application / Selection Event

Skills	Essential or desirable	Evidence assessed by
Able, practical conservator	Essential	Selection Event / Portfolio
Good documentation and reporting skills	Essential	Selection Event / Portfolio
ICT skills in Microsoft Word, Excel and Outlook	Desirable	Certificate / Application
Driving Licence	Desirable	Licence

Experience	Essential or desirable	Evidence assessed by
Proven relevant practical experience in a museum or similar environment (additional demonstrable experience is essential in the absence of formal qualifications)	Essential	Application / Portfolio

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

Competency	Level	Detail
Building Relationships Works effectively and professionally as part of their team and with others across the organisation; collaborates and networks for specific outcomes and projects; forms partnerships, nationally and internationally for mutual benefit.	2	Collaborates with others <ul style="list-style-type: none"> • Understands other National Museums Scotland's roles and functions, including interdependencies and the impact these have on own area of work. • Promotes and raises awareness of own role, department and function, internally or externally • Encourages co-operation between departments, sites and directorates. • Considers and sees different perspectives on issues, between people, across departments or organisations for mutual benefit. • Works with external stakeholders and organisations to deliver objectives.
Communicating & Engaging Uses interpersonal skills flexibly to communicate, influence and negotiate both internally and externally to ensure a shared understanding and commitment to act.	2	Influences and engages others <ul style="list-style-type: none"> • Communicates regularly, accurately, timely and appropriately. • Facilitates two – way communication, encouraging dialogue and exchange throughout and out with the organisation. • Adapts own style of communication to suit different people's needs. • Demonstrates empathy and understanding in all communications. • Confidently influences others, rather than manipulating or imposing ideas.
Focussing on your Customers Places the customer at the heart of what we do, engages, listens and responds to create an outstanding experience and a culture of service excellence, both internally and externally.	2	Is proactive in understanding customer needs <ul style="list-style-type: none"> • Is open and receives feedback from customers in a positive way. • Is able to read quickly what a customer wants and gets straight to their needs. • Anticipates customer concerns and reactions; and pre-empts these by addressing them upfront.

		<ul style="list-style-type: none"> • Offers a ‘bespoke’ service and solution to the customer, meeting any special requirements • Responds, calmly, tactfully and firmly when dealing with difficult situations to resolve the issue.
<p>Innovating & Improving Builds personal and organisational capability to continuously improve to enable National Museums Scotland to excel and lead within the sector.</p>	2	<p>Facilities organisational learning</p> <ul style="list-style-type: none"> • Attends networking events and expert groups, benchmarking with other organisations. • Maintains and shares a network of useful external contacts to facilitate learning and idea generation. • Solves problems collaboratively by thinking laterally and creatively. • Facilitates and programmes in opportunities for staff to contribute their ideas and suggestions. • Seizes opportunities and acts quickly before they are lost.
<p>Leading and Managing 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>	1	<p>Manages Staff</p> <ul style="list-style-type: none"> • Allocates work based on knowledge, skills and available time and resources, providing clear instructions and specifications. • Recognises the achievement and performance of others and gives them credit. • Provides others with regular feedback and coaches in a constructive manner. • Motivates by making people feel valued and important in interactions and by celebrating successes. • Encourages an open, safe and approachable environment by listening and not judging
<p>Planning for Success Realistically plans tasks, programmes and projects in consultation with stakeholders and existing resources; making decisions for effective delivery.</p>	2	<p>Manages tasks and activities</p> <ul style="list-style-type: none"> • Creates understanding and commitment to the department and organisational priorities and programming. • Challenges under-performance, clarifies expectations of good performance and stretches good performers. • Adapts management style to suit the circumstances and diversity of our workforce. • Shares knowledge, expertise and best practice with others to help them develop and perform. • Cares about the needs of the team, listens to and acts on feedback

General Information – Assistant Conservator, Technology

Salary

The salary range is £27,107 - £29,475 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 Museums Scotland, National Museums Collection Centre, 242 West Granton Road Edinburgh EH5 1JA (with travel to other Museum sites as required)

Duration of Appointment

This is a fixed term post for a period of 12 months, to cover the substantive postholders maternity leave.

Probation

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

Attendance for interview

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

Travel and Accommodation Expenses

We will pay up to a maximum of £150 for reasonable travel and accommodation expenses *necessarily* incurred by candidates attending interview based upon:

- 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 Bus/Tram is encouraged. If a taxi is taken we will only reimburse at the cost of a return bus/tram 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.
- From point of entry to UK (for candidates travelling from outwith the UK).

Pre-employment Checks/Eligibility to Work in the UK

Any offer of employment will be made subject to:

- receipt of references which are satisfactory to National Museums Scotland and cover the full three-year period prior to the date of appointment.
- a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. The cost will be refunded.
- completion of a health declaration form, which is satisfactory to National Museums Scotland.
- Receipt of documentation confirming eligibility to work in the UK.

This post does not fulfil the UK immigration requirements for sponsorship so National Museums Scotland are not able to provide sponsorship under the Skilled Worker route.

Selection Process

We use competency based selection process. If you are invited to a selection event you will be asked to participate in activities that will enable us to assess your performance against our Competency Framework. Details of our competencies can be found in the Person Specification.

It is anticipated that this selection event for this post will take place on Monday 8 August 2022 at National Museums Scotland, National Museums Collection Centre, 242 West Granton Road Edinburgh EH5 1JA.