

Recruitment Information



Assistant Textile Conservator (Fixed Term 14 Months)



Assistant Textile Conservator

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

Temporary, Full Time

National Museums Collection Centre, Edinburgh

An exciting opportunity has arisen for an Assistant Textile Conservator to join our busy and dynamic conservation team on a 14-month, fixed-term contract with the primary aim of assisting in the delivery of our diverse exhibition and loan programme. The post will be part of the Paper and Textile conservation team based in our laboratories at the National Museums Collection Centre in Granton, Edinburgh.

The post will work across the programme of textile conservation, gaining experience from and contributing to a range of textile conservation activities to prepare our truly diverse collection for display.

As a successful post-holder, you will hold a recognised conservation degree with the ability to work independently on the examination and treatment of textiles. You will bring your expert conservation knowledge to our acclaimed exhibitions, displays and loans programmes, and be a good communicator with the ability to supervise volunteers. You will have strong documentation and IT skills to document conservation treatments and the condition of items. You will be a team player, able to work to tight deadlines and effectively plan and prioritise your work programme. You will also have a passion for conservation and be able to communicate this to our audiences.

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 **Thursday, 3 November 2022** at midnight. Please state reference number **NMS22/63**.

It is anticipated that the selection event will take place on **Thursday, 24 November 2022**

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. 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 Textile Conservator		
Department: Collections Services	Team: Paper and Textile Conservation	
Directorate: Collections	Grade: 5	Hours: 37
<p>Purpose of Post:</p> <p>To support the Textile Conservation programme delivering conservation assessments and treatments of textile items for display, loan, exhibition and publication projects. This is a temporary 14 month contract.</p>		
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ▪ To apply expert specialist conservation knowledge to National Museums' 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 Principal Conservator of Paper & Textiles ▪ To propose and develop technical solutions to conserve complex paper objects ▪ 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 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' 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

Reports to:

Principal Conservator, Paper and Textiles

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 may be required
- Communication and presentation of technical issues across a wide audience

Communication and Contact:

Internal:

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

External:

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

Most Challenging Parts of the Job:

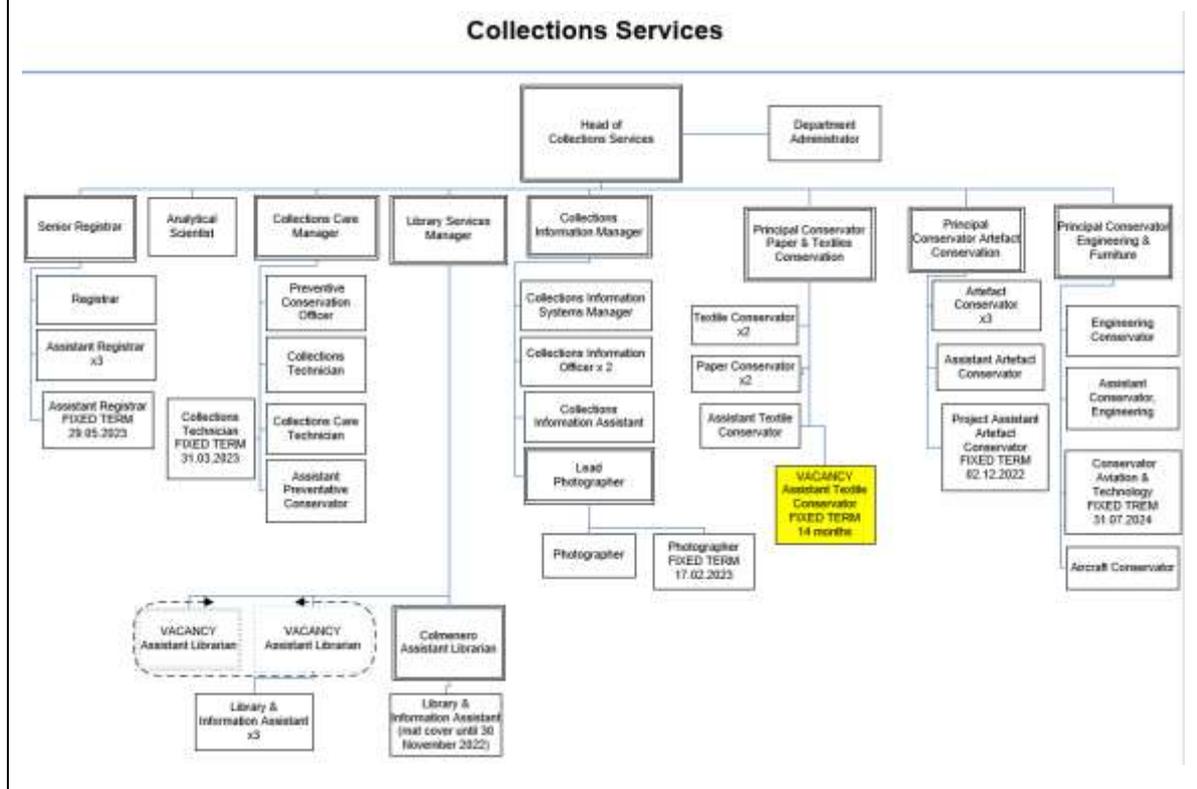
- Applying complex techniques to complete conservation within a specific time frame to meet exhibition criteria
- Presenting and communicating work to internal and external peer groups

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

- Travel between National Museums' sites

Work based at National Museums' Collection Centre, Edinburgh but with periods at other National Museums' sites

Organisational Chart:



PERSON SPECIFICATION

Post Title: Assistant Textile Conservator		
Department: Conservation	Section: Paper & Textile Conservation	
Directorate: Collections	Grade: 5	Hours: 37

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 including Microsoft 365, Teams, Word, Excel and Outlook	Desirable	Certificate / Application

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 all six; these will be assessed from the Application Form, and, if you are invited to attend, at the Selection Event.

Competency	Level	Detail
<p>Building Relationships Works effectively and professionally as part of their team and co-operates with others across the organisation; collaborates and networks externally for specific outcomes and projects; forms partnerships, nationally and internationally for mutual benefit.</p>	2	<p>Collaborates with others</p> <ul style="list-style-type: none"> • Understands other National Museums Scotland departments and priorities and how these relate to their own area of work. • Promotes and raises awareness of own role and department, internally or externally. • Encourages co-operation between, people, 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 our objectives.
<p>Communicating & Engaging Uses interpersonal skills flexibly to communicate, influence and negotiate both internally and externally to ensure a shared understanding and commitment to act.</p>	2	<p>Influences and engages others</p> <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.
<p>Focussing on your Customer Places the customer at the heart of what they do, engages, listens and responds to deliver exemplary service, creating an outstanding experience; supporting a culture of service excellence, both internally and externally.</p>	2	<p>Is proactive in understanding customer needs</p> <ul style="list-style-type: none"> • Requests and receives feedback from customers in a constructive and positive way. • Anticipates customer concerns and reactions; • and pre-empts these by addressing them upfront • Is able to assess quickly what a customer wants and gets straight to their needs. • 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>Seeks Opportunities to continuously improve</p> <ul style="list-style-type: none"> • Seizes opportunities and acts quickly before they are lost. • Thinks creatively and solves problems collaboratively • Facilitates and plans in opportunities for staff and stakeholders to contribute their ideas and suggestions • Accesses networking events and expert groups, benchmarks other organisations. • Maintains and shares a network of useful external contacts to facilitate learning and idea generation.
<p>Leading & 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>Develops and Implements plans</p> <ul style="list-style-type: none"> • Develops and implements plans for delivery, building in flexibility to cope with last minute demands. • Takes into consideration the impact of actions and decisions on others and puts in place measures to minimise them. • Consults with relevant stakeholders to ensure the output, the outcome and the plan to meet their needs. • Prioritises own workload to meet conflicting demands. • Thinks ahead to identify potential obstacles and proactively solves issues to minimise the impact on delivery.



General Information – Assistant Textile Conservator

Salary

The salary for this post is £27,107 to £29,475 per annum. 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 the National Museums Collection Centre, Granton, Edinburgh with travel to other Museum sites as required.

Duration of Appointment

This is a fixed term post for a period of 14 months.

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 the selection event for this post will take place on 24th November 2022 at National Museums Collection Centre.