National Museums Scotland is one of the UK’s leading museum services. It has a national and international reach and operates four museum sites.

A major redevelopment programme has transformed the National Museum of Scotland and it is now the most visited attraction in the UK outside London. Inspired by a £80 million Masterplan, the redevelopment made fundamental changes to what we offer visitors, making much more of our beautiful building and rich collections to reveal our treasures in new ways. Two phases have been completed - on time and on budget. To date over £60 million of investment has been provided by the Scottish Government, the Heritage Lottery Fund, and over 1,000 generous donors.

The next phase is an ambitious £14.1 million vision for our internationally important collections of Art & Design and Science & Technology.

As well as a vibrant annual programme of exhibitions, events and digital experiences across our museums and collections, we are restoring two historic hangars at the National Museum of Flight with exciting new visitor displays and creating new research and storage facilities at the National Museums Collection Centre.

**Assistant Preventive Conservator**

£22,917 to £25,667 plus membership of Civil Service pension scheme

You will support the delivery of a comprehensive and unified programme of preventive conservation and collections care across all National Museums Scotland sites. You will provide technical assistance to promote best practice throughout the Museum and facilitate the development of the long-term vision for preventive conservation. Your key duties will include monitoring and reporting on environmental issues (humidity, light, pests and dust), as well as supporting programmes of quarantine and object cleaning in collaboration with other stakeholders.

Educated to degree level or equivalent in a relevant discipline, you will also possess a postgraduate degree, recognised diploma or relevant experience in Preventive Conservation.

You will have experience in pest management and environmental monitoring within a museum context, and the ability to document, interpret and present conclusions from complex data to provide clear reports to key stakeholders.

You will possess effective communication skills and the ability to foster excellent working relationships with a diverse range of staff from across the Museum. You will have strong time management skills and the capacity to solve problems arising at short notice. You will be confident in using Microsoft Word, Excel and Outlook.

Details of this post and all our vacancies can be viewed on www.nms.ac.uk

For further information and to apply online (recommended), please visit www.nms.ac.uk. If you have any queries please email applications@nms.ac.uk or telephone 0131 247 4094 (answerphone), stating reference NMS15/616

Closing date for completed applications is **Sunday, 5 July 2015.**

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

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

The National Museums Scotland invites applications for the post of Assistant Preventive Conservator (Grade 5) within the Department of Collections Services. This is a permanent, full time appointment working 37 hours per week, based at both the National Museum of Scotland and the National Museums Collection Centre in Edinburgh.

Located in the Collections Care team, the successful candidate will play a key role supporting the programme of collections care based on specialist knowledge and best practice; this includes environment and pest monitoring and reporting, managing collections care materials and equipment, and enabling the programme of quarantine to facilitate the safe movement of objects. The post holder will play an active role supporting the Museum’s Exhibition, Display and Loans programmes, advising on conservation-led solutions for the preparation and display of objects from the National Museums Scotland’s and other collections, including mount design, lighting and pollutants.

This role will actively collaborate with colleagues in the departments of Estates, Facilities Management and Exhibitions & Design, as well as other Collections departments, to support the delivery of a coordinated programme of dust monitoring and collections cleaning for front-of-house displays and collection storage areas.

Further details of the post are enclosed.

BACKGROUND INFORMATION

National Museums Scotland www.nms.ac.uk is one of the UK’s leading museums services. It has a national and international reach and is responsible for the acquisition, preservation and display of a substantial part of Scotland’s cultural, historic and national heritage. We have in our care over four million objects and our collections have been built up over two centuries. They encompass a broad range of internationally important collections in subject areas such as archaeology, world cultures, natural sciences, science and technology, decorative and applied arts and Scottish history and culture.

Our prime purpose is to preserve and develop the national collections and enable access to them for as large and broad an audience as possible. We display our collections at four museum sites as well as through our growing digital channels and across Scotland and internationally through loans and exhibitions.

Our flagship site, the National Museum of Scotland is unique – a place where the arts and sciences intermingle, where the cultures of Scotland and the world meet, - a space where the full spectrum of human ingenuity can be seen alongside the diversity of the natural world. Here visitors can see the world under one roof.

In summer 2011 this truly world class national museum was reborn. Large parts of a magnificent Victorian building were restored to their former glory; we opened 16 new galleries exploring the Natural World and World Cultures; and began to realise our founding principle of sharing collections with the widest possible audience.

In the first two years the Museum welcomed 4.5 million visits, from Scotland and beyond. Now the most visited attraction outside London, it is a museum of international importance.

The Museum now attracts more families and schools, broader social groups and first-time visitors, as well as people from further afield across Scotland, the UK and internationally.
The transformation was part of a visionary £80m Masterplan. Two phases have been completed - on time and on budget. To date over £60m of investment has been provided by the Scottish Government, the Heritage Lottery Fund, and over 1,000 generous donors.

The Masterplan centres on three core goals: to restore a much loved Grade A listed building; reveal the remarkable treasures of our collections; and create inspiring learning experiences to engage more visitors.

The next phase is an ambitious £14 million vision for our internationally important collections of Art & Design and Science & Technology.

Ten innovative exhibition galleries will explore the excitement of scientific discovery and invention, and the creativity of applied arts, fashion and design. The new galleries will champion excellence and innovation - an inspiration for the scientists, engineers, artists and designers of today and tomorrow. Showcasing over 3,500 objects, display space will increase by over 40%, with three-quarters of the objects not previously on permanent display.

The project cost of £14 million will be funded by the Heritage Lottery Fund, The Scottish Government, and a fundraising campaign already underway.

The project will be completed in 2016 - the 150th anniversary of the opening of the building.

National Museums Scotland also includes National Museum of Flight, the National War Museum and the National Museum of Rural Life.

National Museum of Flight: recognised as the broadest aviation collection in the UK with an internationally important collection. It is now home to one of the seven Concorde aircraft preserved in the UK. With new developments recently completed, a further phase of the site Masterplan is now being planned.

National Museum of Rural Life: opened in July 2001, the museum enables visitors to learn about Scotland’s rural past on a site which combines a 140-acre working farm, exhibition building and an outdoor events area. Over the past few years our activities at this site have expanded, especially in relation to large scale outdoor events.

National War Museum: explores the Scottish experience of war and military service over the last 400 years. Scotland's military history is presented in galleries housed in mid-18th century buildings at Edinburgh Castle.

In addition, the National Museums Collection Centre provides a home for objects not currently on display and also houses our new conservation centre and related collections activities. Significant redevelopment is planned at this site, including plans to introduce public access.

Annually, we receive 2.5 million visitors to our museums and 1.56 million website visits. Beyond our museums, we deliver activities in all 32 local authority areas in Scotland. Internationally, we continue to strengthen our links with museums and other organisations in India, North America, Australia, New Zealand, China and Africa, with a wide range of projects in progress or in development. We also have a critically important role within Scotland, supporting and enabling the museum community through sharing skills, training, loans and community engagement activity.

Directorate of Collections

The Directorate of Collections has responsibility for the following: access to, development of and use of the collections; an integrated collections management approach; managing National Museums Scotland’s overall research programme across curatorial activity; arrangements for accessing curatorial advice and expertise; conservation; and loans. The Directorate is instrumental in taking forward the realisation of new galleries for National Museums Scotland’s Masterplan Project.
The curatorial departments comprise five areas of responsibility: Art & Design, Natural Sciences, Science & Technology, Scottish History & Archaeology, and World Cultures.

**Department of Collections Services**

The Collections Services Department is responsible for the achievement of integrated collections management policy, procedures and programmes of work. The department operates within the Collections Directorate, alongside the five curatorial departments. The department has responsibility for Conservation, Collections Care and Storage, Collections Development and Information Systems, Loans and Photography.

**GENERAL INFORMATION**

**Salary**

The salary range is £22,917 to £25,667 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 August.

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.

**Annual leave**

There is an annual leave allowance of 25 days per annum pro rata, rising to 30 days per annum after five years’ service. In addition, all staff receive 11.5 public and privilege holidays per annum pro rata.

**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 an occupational pension scheme. As at 1 April 2015, member contributions range from 3.5% rising to 8.05% according to salary band. As your employer, we meet the rest of the cost of the scheme.
- **partnership** pension account. This is a stakeholder pension, with a contribution from ourselves. How much we pay is based on your age. 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
- Maternity and Paternity Leave
- Adoption and Parental Leave
- Shared Parental Leave
- Employee Assistance
- Child Care Voucher Scheme
- Gender Reassignment
- Work Life Balance - Career Breaks and Flexible Working

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. 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 scheme, staff may currently access pension benefits without reduction at age 65.

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. 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.

**Closing date**

Closing date for completed applications is **Sunday, 5 July 2015**.

**Assessment 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 this selection event will take place on **Wednesday, 29 July 2015**.

_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._

**A large print version of this vacancy statement is available from the Human Resources Office, on request.**
### JOB DESCRIPTION

**Post Title:** Assistant Preventive Conservator

<table>
<thead>
<tr>
<th>Department: Collections Services</th>
<th><strong>Section:</strong> Collections Care</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Directorate:</strong> Collections</td>
<td><strong>Grade:</strong> 5</td>
</tr>
<tr>
<td><strong>Hours:</strong> 37 (net)</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of Post:**

- To be responsible for practical and advisory preventative conservation

**Key Responsibilities:**

- To support the Preventive Conservation Officer in delivering programmes for collections care based on specialist knowledge and best practice; including environmental and pest monitoring, maintenance of equipment and reporting on data collected, for National Museums Scotland’s collection and Special Exhibition Programme
- To propose preventive conservation led solutions for the preparation and display of objects from National Museums Scotland and other collections, including showcase design, lighting, pollutant and pest control
- To lead on the programme of dust monitoring and collection cleaning for front of house displays and collection storage areas
- To act as the focal point for the procurement and management of materials for housing and storing collections
- To be responsible for delivering the on-going programme of Quarantine to facilitate the safe movement of objects into the National Museums Scotland’s collection
- To be responsible for movement and documentation procedures as required
- To implement supervised preventive conservation research and experimentation projects to develop knowledge and best practice
- To carry out the handling and transportation of objects as required, including courier duties
- To undertake object condition checking duties as required
- To deal with routine enquiries and visitors
- To develop a good knowledge of the preventive conservation needs of National Museums’ collections
- 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:**

- Risk to collections through poor environment or pests is minimised, through the delivery of Preventive conservation programmes including integrated pest management and deep cleaning for all exhibition and collection storage areas
- Effective monitoring and reporting on environment, lighting, pollutants and pest control for all exhibition and collection storage areas
- Delivery of the ongoing programme of Quarantine to ensure the safe movement of objects into the National Museums Scotland Collection

**Reports to:**

Preventive Conservation Officer

**Facts and Figures:**

**Budget:** None

**Staff Managed:** None

**Indirect Staff Managed:** None

**Other:** Managing volunteer/s; supporting higher grades

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

- Immediate problem solving in response to urgent issues, to minimise risk
- Knowledge of National Museums Scotland Collections and their preventive conservation needs
- Application of National Museums Scotland Conservation policies and procedure to planned Preventive Conservation work programmes to achieve best practice
- Communication and organising skills with staff and external contractors
- Recognition of issues requiring upward referral

**Communication and Contact:**

**Internal:**

- Collections Services Department staff
- Masterplan Phase 3 Project Coordinator
- National Museums Collection Centre Project Coordinator
- Project Assistants
- Curatorial staff
- Facilities Management and Estates staff
- Public Programmes staff
- Other staff throughout the museums on conservation and collections’ care issues

**External:**
- Suppliers of preventive conservation equipment and solutions
- Engineers, designers, architects
- Collections Management and conservation staff in other museums
- Staff from other heritage organisations seeking advice on preventive conservation

**Most Challenging Parts of the Job:**
- Analysis of complex information and competing priorities
- Managing multiple projects
- Providing practical solutions to situations
- Delivery of quick response times to incidents
- Liaising across a large museum with vast and varied collections housed and displayed at different locations

**Other Requirements, e.g. Multi-site Working, On Call, etc**
- Travel between National Museums’ sites
- Work based at National Museums’ Collection Centre, Granton, but with periods at other National Museums’ sites

**Organisational Chart:**
See overleaf
## PERSON SPECIFICATION

**Post Title:** Assistant Preventive Conservator  
**Department:** Collection Services  
**Section:** Collections Care  
**Directorate:** Collections  
**Grade:** 5  
**Hours:** 37 (net)

### Knowledge

<table>
<thead>
<tr>
<th>Evidence assessed by</th>
<th>Essential or desirable</th>
<th>Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate / Application / Selection Event</td>
<td>Essential</td>
<td>Good first degree in a relevant discipline, or knowledge from relevant experience</td>
</tr>
<tr>
<td>Certificate / Application / Selection Event</td>
<td>Essential</td>
<td>Postgraduate degree or recognised diploma in Preventive Conservation, or relevant experience</td>
</tr>
<tr>
<td>Application / Selection Event</td>
<td>Essential</td>
<td>Theoretical understanding of the policy, procedures and standards required in preventive conservation</td>
</tr>
<tr>
<td>Application / Selection Event</td>
<td>Desirable</td>
<td>Knowledge of all aspects of preventive conservation environmental monitoring and equipment, and storage, handling and display needs of museum collections</td>
</tr>
<tr>
<td>Application / Selection Event</td>
<td>Desirable</td>
<td>Knowledge of potential health and safety issues relevant to collections care</td>
</tr>
</tbody>
</table>

### Skills

<table>
<thead>
<tr>
<th>Evidence assessed by</th>
<th>Essential or desirable</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application / Selection Event</td>
<td>Essential</td>
<td>Analytical ability to interpret and present conclusions from complex data</td>
</tr>
<tr>
<td>Application / Selection Event</td>
<td>Essential</td>
<td>Good documentation and reporting skills</td>
</tr>
<tr>
<td>Certificate / Application / Selection Event</td>
<td>Essential</td>
<td>ICT skills in Microsoft Word, Excel and Outlook</td>
</tr>
</tbody>
</table>
National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in the following five; these will be assessed from your application, and, if you are invited to attend, at the Selection Event.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Level</th>
<th>Detail</th>
</tr>
</thead>
</table>
| Building Relationships | 2 | Collaborates with others  
- 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. |

| Communicating & Engaging | 2 | Engages and influences others  
- Communicates regularly, accurately, timely and appropriately  
- Facilitates two-way communication, encouraging dialogue and exchange both throughout and out with the organisation  
- Adapts own style of communication to suit different people’s needs  
- Demonstrates empathy and understanding in all communications  
- influences others, rather than manipulating or imposing ideas |
<table>
<thead>
<tr>
<th>Competency</th>
<th>Level</th>
<th>Detail</th>
</tr>
</thead>
</table>
| **Focusing on your Customers**   | 2     | Is proactive in understanding customer needs  
| 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 |       | - 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 |
| **Improving & Innovating**       | 2     | Seeks opportunities and acts quickly before they are lost  
| Builds personal, professional and organisational capability by keeping up-to-date, being creative, sharing ideas, taking risks, looking inside and out to continuously improve National Museums Scotland |       | - 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 and expert groups, benchmarks other organisations  
|                                  |       | - Maintains and shares a network of useful external contacts to facilitate learning and idea generation |
| **Planning for Success**         | 2     | Develops and implements plans  
| Ensures effective delivery and completion by realistically planning and prioritising tasks and managing workload; develops and manages plans, programmes and projects, in consultation with stakeholders and within existing priorities, people resources and budgets |       | - 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 |