

THE
NATIONAL
MUSEUM



Role Profile

Job Title:	Principal Conservator
Department:	Heritage and Strategic Programmes
Reporting:	Head of Conservation
Location:	NMRN (HQ)
Date:	May 2024

NMRN Vision and Mission

Vision: To be the world's most inspiring Naval Museum, Linking Navy to Nation

Mission: Inspiring enjoyment and engagement with the continuing history and modern role of the Royal Navy and the Royal Navy's impact on shaping both our nation and the modern world

Primary Job Purpose

To plan and undertake conservation work to address deterioration in NMRN'S collections.

To contribute as a leading member of the team that develops and oversees implementation of the Museum's Corporate Plan as it relates to Conservation.

To contribute as a member of the team of Principal Conservators planning work programmes and the use of resources.

To lead the team applying the specialised conservation skills necessary to ensure the conservation, preservation and presentation of the Museum's collections, including historic ships.

In accordance with the Conservation Policy, implement, monitor and review preventive care and data collection policies at individual site level.

To support the loans programme through contribution of expertise.

To support collections access, including digitisation projects, by the preparation of material, training/supervision of contractors and practical support for the handling of difficult objects.

To provide advice and support, including routine attendance, at all NMRN sites as required.

To be responsible for meeting legal and health and safety requirements relating to the care and movement of collections and hazards in collections.

To act as a professional leader, with responsibility for feeding in best practice and innovation.

To raise the profile of the Museum through: media work, sector engagement, publications, conferences, and partnerships.

To be responsible for the ongoing implementation and exercising of the Museum's Salvage Plan, acting as Salvage Manager when required.



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Decision making authority and freedom to act

Takes responsibility for the success of specific projects acting with significant degree of autonomy.

Contributes to/Leads project teams, as required.

Sets detailed work programmes.

Reports to Project Boards during the delivery phase of capital projects when required.

Research funding opportunities and write content of funding applications, in collaboration with the Development team.

Uses initiative to raise the profile of the NMRN externally.

Works in accordance with the agreed program of capital works on the ships.

Contributes to the delivery of the Corporate Plan.

Financial responsibility

Delegated authority within the Heritage Directorate (Band E).

Advises on specifications and sources quotations for conservation equipment, materials and services.

To operate within agreed budgets and NMRN financial and procurement policies

Information systems

Takes active role in Principal Conservator Team meetings.

Shares and positively contributes knowledge at team meetings as required.

Ensures RAMS, Permits to Work and associated SHE documents are maintained and implemented.

Use of Management and maintenance plans.

Use of Museum's collections management database.

Use and oversight of Museum's integrated pest management plans and databases.

Use and oversight of Museum's environmental monitoring systems.

Use and production of tender documents for procurement of Conservation services and materials.

Ensures all information systems are operated in accordance with NMRN policy and procedures and comply with the General Data Protection regulations (GDPR).



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Health and Safety

Undertake Health and Safety responsibilities for line managers detailed within the NMRN Health and Safety Policy, ensuring direct reports/teamwork in a safe manner and adhere to relevant safe working practices and procedures.

People management

Is a role model of NMRN values and behaviours whilst at all times acting to enhance the National Museum's reputation and ensuring its collections are protected for future generations.

Manages Conservators and/or Conservation Technicians.

Motivates, inspires and influences others, providing effective line management support to individuals and the team to develop and reach their full potential.

Identifies learning and development opportunities for individuals and teams, and ensures team resilience in skill sets through succession planning.

Effectively delegates to support individual and team development to achieve team and strategic objectives.

Ability to adapt management style, when required.

Coordinates the appropriate direction of volunteer effort and direct volunteer teams in routine tasks, where appropriate.

Ability to advise, support and guide Conservators in best practice and within planned schedules.

Ability to work alongside the public and explain the significance of work.

Ability to work with different contractors.

Developing knowledge of own work area to positively share with colleagues.

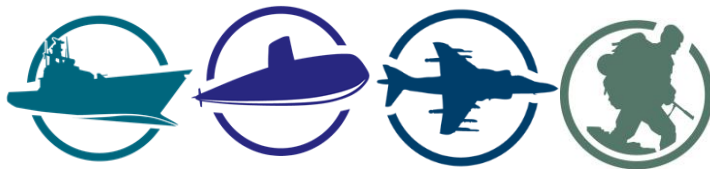
Ability to work within and effectively contribute to a variety of teams.

Equity, Diversity and Inclusion

Demonstrates inclusive leadership, embracing diversity and promoting equity. Creating an inclusive workplace where everyone can feel safe and comfortable to bring their whole self to work.

Promoting a working environment where everyone can feel safe to contribute their ideas and viewpoints and to achieve their full potential.

Communication and relationships



Works with colleagues at all levels across the Museum.

Point of contact for General Manager at specific sites.

Establish and maintain good working relationships with externally-commissioned professionals.

Establish and/or maintain external partnerships e.g. other heritage organisations, HEIs, publishers, media, special interest groups etc.

Ability to positively represent the Museum to external organisations.

Knowledge, Skills and Experience

Subject	Mandatory
Knowledge	<p>High level of professional knowledge indicated by professional qualification, working towards accreditation, or significant equivalent experience.</p> <p>Detailed technical knowledge of best practice in care of a wide range of materials: including organic, inorganic and composite collections.</p> <p>Extensive understanding of conservation ethics, as defined by the Institute of Conservation.</p> <p>Detailed understanding of current best practice conservation standards.</p> <p>Understanding of the development and delivery of heritage projects.</p> <p>Compliance with Health and Safety.</p>
Experience	<p>Experience of working on complex heritage collections and assets, such as historic ships, aircraft and/or industrial heritage.</p> <p>Cataloguing and recording with collections management database, Axiell.</p> <p>Experience of leading, managing and motivating staff.</p> <p>Experience of obtaining best value from external contracts.</p> <p>Developing projects and longer-term partnerships with external organisations.</p> <p>Ability to work independently and organise and prioritise workload to meet changing demands and comply with tight deadlines.</p>

These are a guide to the contents of the main job and the skills and experience required. (This is not intended to be a task list). It is inevitable that the job content may change over time, and post holders are normally consulted about any significant changes. This information may be periodically reviewed, revised and updated to reflect appropriate changes.



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I have read and fully understand the above Role Profile

Agreed by Date:.....
(Employee)

Approved by:..... Date:..... (Line
Manager)