

Applicant information for:

**COLLECTIONS CARE MANAGER (PREVENTIVE
CONSERVATION) BASED AT CORPORATE
HEADQUARTERS, CULTRA**



FOREWORD FROM THE CHIEF EXECUTIVE

I'm delighted that you are considering joining the team at National Museums NI and thank you for your interest.

As a public institution National Museums NI operates for the public's benefit, not just for this generation but for our future generations and for visitors to this place. Our collections are vital to our heritage and key to understanding our history – the objects tell powerful stories of our place, our people and their achievements and the natural world in which we live. Such an appreciation of Northern Ireland's past is imperative for a clear understanding of its present, and building a dynamic and ambitious vision for its future.

In the past five years, spurred by our passion for our museums and collections, we have embarked on an ambitious programme of transformation to ensure that we achieve the maximum public benefit through everything we do. Through our transformative agenda we are actively rethinking the role of museums in our society. We want to connect people to their interests and ambitions in a deeper way. But we also recognise that societal norms are changing in terms of lifestyle, identity, the climate emergency and the economy; and that this requires us to change too.

Much of the work that we have done in recent years has been geared towards changing perceptions of how our museums are seen by our audiences, partners and stakeholders. We know and believe that our museums allow us to look at the world around us in a way that just can't be done elsewhere. They encourage us to ask questions, keep learning and find new perspectives. But is not enough for us to believe this if our audiences see our museums in more limited terms.

The Collections Care Manager will support the development and delivery of an integrated and pragmatic approach to the preventive care and management of collections within National Museums NI.

The Collections Services Department has a Collections Care team, which is focused on the management of Preventive conservation, and a Conservation Team which has a focus on the management of interventive conservation. Both teams will be led by a qualified senior manager which will work in partnership to manage the conservation and collections care requirements for the organisation.

So, if you are excited by this opportunity and believe you have necessary experience, vision, passion and enthusiasm to make the necessary impact we would be delighted to receive your application.



Kathryn Thomson, Chief Executive, National Museums NI

ABOUT NATIONAL MUSEUMS NI

National Museums NI is a leading cultural institution and is responsible for ensuring that its significant collection is developed, cared for and accessible to the widest possible audience. Almost one million people enjoy our four museums each year, and through loans, research, community activity and digital programmes we engage a much wider audience than those who physically visit our museums.

We believe that our museums can play an important and valuable role at the heart of society. Through our work we preserve, protect and promote the region's cultural assets, knowledge and collective memory. We provide shared and trusted spaces to explore who we are, where we have come from and where we might be going. We engage and work in partnership with the public to share stories and care for and present a vast range of objects bringing important cultural, educational, social and scientific ideas to life. We unite the past, present and future; enhance health and well-being; make places more attractive to live in, work and visit; and, create positive economic impact. We inspire present and future generations of pioneers, designers, makers and community leaders. Our museums are loved and trusted public institutions: they provide joy, prompt reflection, and foster curiosity about the world around us.

Our vision

To celebrate who we are, telling the stories of our past, challenging our present, shaping our future.

Our mission

- Developing, managing and caring for the collections
- Playing a leading role in the economic and social wellbeing of this place
- Making collections accessible to the widest possible audience
- Building an organisation where people feel valued

Our values

- **Striving for excellence** – being the best we can be in everything we do; delivering excellent customer service internally and externally; sharing our expertise
- **Being authentic** – being true to our collections; having integrity in everything we do; creating unique experiences
- **Working together** – promoting team-work; building mutually beneficial partnerships; being receptive to others and their ideas
- **Showing respect** – valuing everyone; supporting diversity; respecting collections
- **Being courageous** – being ambitious in programming; embracing change; being brave and creative in the stories we tell; empowering our people

Our collections

We care for, develop and provide access to the National Collection of 1.4 million objects which are multidisciplinary, diverse and span all time periods, referencing Northern Ireland within and to the wider world. The collections are classified into six broad subject areas.

- **Art** – with over 17,000 works, the art collection contains both historical and contemporary paintings, sculptures, works on paper, glass, ceramics, silver and metalwork, jewellery, furniture, costume and textiles significant at both a national and an international level
- **History** – this is a multi-disciplinary collection that illuminates themes of social and cultural history, war and conflict, politics and economic history. It reflects evidence of people and events in this place from the earliest settlers, through the main archaeological and historical periods to the present day. It also includes objects collected from peoples and cultures around the world, which leave sensitive legacies to address today in terms of inclusion, diversity, equity and anti-racism
- **Natural Sciences** – collections cover botany, geology and zoology of this place, but also include material of international provenance
- **Emigration** – our collections relate primarily to the social history surrounding the migration of people from Ulster and their settlement in North America from 1600 onwards
- **Folk Life and Agriculture** – these collections focus on the ways of life and traditions of our people, in a western European context, from the late nineteenth century through to the early decades of the twentieth century
- **Transport, Industry and Technology** – our collections cover all forms of transport built or used in Ireland, from the late eighteenth century to the present day. They also include oral and aural histories giving an insight into the collection and the local people who have contributed to the development of transport around the world

Our museums and locations

We have approximately 390 staff (280 FTEs) and operate over five sites:

- Ulster Museum
- Ulster Folk Museum
- Ulster Transport Museum
- Ulster American Folk Park
- Collections Stores

All our museums are Accredited Museums. The Accreditation Scheme is administered by Arts Council England (ACE) which sets nationally agreed standards for UK Museums.

GENERAL INFORMATION

As an organisation, we believe in excellence, authenticity, teamwork, respect and courage and seek an individual who can share and embody our core values.

The post-holder will manage the Collections Care Preventive Conservation Team across all museums and collections stores. The Collections Care Team consists of 3 preventive conservators who will be responsible for developing and implementing the strategic management of collection care across all preventative conservation disciplines, including environmental monitoring and control, integrated pest management, hazardous collection management, collections storage standards and emergency salvage and planning.

The post-holder and their team will support the exhibition and loans program, collections storage projects and capital program development projects across all sites. In collaboration and partnership with the Conservation Team, the Collections Care team will be responsible for the delivery of the Museum's Collections Care and Conservation Strategy, preventive conservation strategies and a high standard of collection risk management according to the Collections Care Plan.

The following is an indication of the conditions of employment and is not intended to be exhaustive. A full list of details will be provided on appointment.

Hours and Attendance

This is a full time post and the successful candidate will work 37 hours per week which includes weekends and bank / public holidays. This will usually be Monday to Friday 9am to 5pm however there may be a requirement to work outside these hours on occasion.

Location

This post is based at National Museums NI's Corporate Headquarters in Cultra. Travel to other National Museums NI sites and locations will be required.

Duration

This is a permanent post.

Salary

The post is graded on the Curatorial Grade D salary scale currently £47,304 - £49,515 pro rata, per annum. The starting salary is normally the minimum of the pay scale.

Flexible working

This post is eligible for our flexi-time scheme. This scheme allows you significant flexibility in relation to your start / finish / break times, as well as allowing you to accrue additional time off.

Pension

National Museums NI staff are eligible for membership of the Principal Civil Service Pension Scheme. Further details of the terms and entitlements under this generous scheme will be made available upon commencement of employment.

Annual Leave

The annual leave entitlement will be 25 days, rising to 30 days after 5 years' service plus 12 bank / public holidays.

Learning and Development

National Museums NI promotes learning and development opportunities within the organisation.

KEY RESPONSIBILITIES

In fulfilling the role, the postholder will undertake the following activities:

Duties and Responsibilities:

Collections Care Management

- Create, implement and manage a range of collection care strategies across National Museums NI estates, including emergency and salvage plans, integrated pest monitoring procedures, environmental monitoring procedures, hazards management procedures, housekeeping programmes across all sites.
- Manage the Collections Care team, and work in collaboration with the Conservation Manager, to ensure the overall effective management of collections care across National Museums NI.
- Manage the collections emergency plan and take a lead role as a top tier emergency assessor in the event of an incident. Update the salvage plan, call out lists, the salvage team program, staff training and ensure that adequate salvage supplies are available.
- Manage the integrated pest management strategy including training for staff and volunteers.
- Manage the storage and logistics of collections hazards in line with current legislation and best practice, including delivery of training to staff, management of access, exit and disposal alongside colleagues from across the organisation. The management of collections hazards will be managed in liaison with the Conservation Manager, the Conservation Team and external hazards expertise.
- To keep up to date with changes and developments on current legislation and best practice in relation to collections storage, logistics and collections hazards.
- Manage the environmental monitoring systems and liaison with the facilities team, security team and subcontractors to maintain appropriate environmental conditions for collections.
- Manage the Collections Care team, including the management of health and safety, creation of risk assessments and method statements, and supervise project and budget management.
- Review and manage ongoing collection monitoring and improvement strategies using benchmarking to measure performance and inform business and action planning.
- Support ongoing exhibition and event programming within the museums, via policy advice, technical advice and support for exhibition planning, lighting plans, daylight mitigation, showcases and vibration.
- Provide collections care advice to multidisciplinary teams moving and storing collections as part of the Collections Stores Improvement projects.
- Ensure that all Collections Care records, relevant documentation and systems are maintained and kept up to date.

Leadership Style and Impact

National Museums NI is developing a leadership culture across the organisation based on a set of core traits – Trust, Performance, Engagement, Innovation and Teamwork. The post-holder will be a leader within their area of expertise and will ensure this culture is embedded in the day-to-day management by:

- Building a high performing Collections Care team clear on its purpose and how it contributes to the corporate ethos and objectives, its ways of working, its effective interaction with stakeholders and on its performance and development.
- Effectively managing team and individual performance and development in accordance with the organisation's performance management system – the Performance Excellence Framework.
- Effectively engaging the team in developing its approach to innovation and continuous improvement.
- Understanding personal leadership style and impact, working to adapt and change in order to constantly improve personal effectiveness as a leader.
- Acting as a role model to staff and colleagues within National Museums NI by embodying the organisational mission, vision and values.
- Embedding the principles of 'Enabling Leadership' by acting as a coach / mentor to team members and other colleagues when appropriate.

Strategy and Policy

- To manage the delivery of the Collections Care Policy, in coordination with the Conservation Team.
- Support the management and development of collections storage and logistic assets in accordance with museum policies and practices.
- Support of the maintaining of high standards for facility management and collections management via the implementation of collections care processes and procedures.
- Facilitate the implementation and review of the Collections Access Plan.

Collaboration & Partnership

- Work closely with internal stakeholders in Collections Services and Curatorial department to ensure greater collections access.
- Provide specialist advice and liaise with external contractors and specialists to support collection storage and movement.
- Represent National Museums NI externally, supporting the development of effective working relationships with key stakeholders across the public, museum, academic and private sectors, building alliances and collaborative partnerships in support of our corporate objectives.
- Maintain effective relationships with colleagues within National Museums NI, across the sector and with other partners and stakeholder groups.
- Develop and maintain effective relationships with external partners including PSNI and Fire Service for the purpose of emergency planning processes and procedures.

Financial Management

- Manage budgets as required, on a team or project basis.
- Ensure good governance across all business activity and compliance with all National Museums NI's financial management and procurement procedures

Other

- Ensure full compliance with health and safety legislation and play a proactive role in minimising and managing health and safety risks in the work place.
- Carry out other duties as required by the Museum, consistent with the grade and responsibilities of the post.
- To be flexible to include the occasional requirement to work outside of Museum opening hours including evening, weekends, bank / public holidays.

PERSON SPECIFICATION

Essential Criteria

1. A Collections Care and Conservation postgraduate degree qualification, and a minimum of 3 years' post-qualification experience in management of a Collections Care and Conservation, ideally within a museum or similar collecting institution.

Or

A minimum of 5 years' experience in the management of a Collections Care and Conservation, ideally within a museum or similar collecting institution.

2. Experience of managing and motivating a multidisciplinary team.
3. Experience of strategic planning, management of and/or delivery of complex collection care projects and collection moves.
4. Experience of the management of hazardous collection items with knowledge of legislation relating to a range of hazards, including asbestos, lead, mould, and radioactive items.
5. Experience of the setting, delivering and/or managing of environmental monitoring systems and IPM programmes.
6. Experience of the creation of and/or delivery of collections emergency and salvage plans.
7. Ability to successfully communicate, negotiate and collaborate with colleagues to deliver effective collection care strategies.
8. Experience of project management and working with a diverse range of multidisciplinary stakeholders.
9. Ability to manage budgets and/or work within programme-based budgets, operating within strict financial control procedures.

Desirable Shortlisting Criteria

Please note that in the event of a large number of applications, the desirable criteria will be used as part of the shortlisting process.

1. Experience of the successful delivery of capital or logistics projects to defined timescales and budgets.
2. Demonstrable experience of broader leadership in the collections care and conservation sector/community, such as through sharing knowledge, mentoring and leadership on professional conservation and collections care bodies, etc.
3. Knowledge of museum collection databases, eg CollectionsIndex+.

COMPLETING AND SUBMITTING YOUR APPLICATION

Applications should be submitted on our online recruitment portal. CVs will not be accepted.

Please be advised that the use of artificial intelligence (AI) tools to generate or assist with application content is strictly prohibited. Any applications found to contain AI-generated material will not be shortlisted.

We encourage applicants to submit an application that genuinely demonstrates how they satisfy the essential and desirable criteria of the post. Only those applicants who appear from the information provided to have the best experience, skills and knowledge to meet the essential criteria for the post will be invited to participate in the next stage of the recruitment process. In the event of an excessive number of applications being received, National Museums NI reserve the right to also use the desirable criteria during the shortlisting process.

The information required for your application includes:

- **UK National Insurance number** - If you do not have a UK National Insurance Number, this field should be left blank.
- **Employment history** - You will need to give details of your previous employment including job title and duties.
- **Education and qualifications** - You will need to enter the dates, grades and types of qualification which you hold, as well as the details of the centres of learning where you obtained these.
- **Referees** - You will need to give the contact details and email addresses of two referees. One of which should be your current or most recent employer. Applicants without previous work experience may provide an academic referee.

National Museums NI is committed to equality of opportunity in employment and selection will be on the basis of merit. National Museums NI welcomes applications from suitably qualified applicants irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether or not they have dependants.

When you click on Apply Online you will be prompted to enter your email address and create a password. If you have applied for a job with National Museums NI before you should enter your email address and the password previously created.

You should then work through each of the Application Pages and answer the Application Questions. Once these pages have been completed the Apply button will be activated.

If you require any adjustments to take part in our selection process effectively please contact hr@nationalmuseumsni.org.

SELECTION PROCESS

Proposed dates for recruitment process:

Advertising: 09/01/2026

Closing date: 25/01/2026

Interview: TBC

Please note that these timeframes are indicative and may be subject to change.

We will contact you via email at each stage of the process. The emails will come from noreply.recruitment@webitrent.com, please remember to check spam and junk folders for update emails.

Pre-Employment Checks

All applicants must produce documentation to prove they have the right to work in the UK. Further details can be found on the [Home Office Right to Work Checklist](#)

Details of two referees should be provided. Referees will only be contacted after interviews have taken place.

All applicants are required to be fit for the complete range of duties as outlined and will be required to complete a Health Declaration and may be required to attend a medical examination.

If you are under consideration for appointment you will be required to undergo an Access NI check. Having a criminal record will not necessarily debar you from working with National Museums NI. Each case is considered on its merits taking all relevant factors into account. A copy of our policy on the Recruitment of Ex-Offenders is available upon request from hr@nationalmuseumsni.org.

Data Protection

Personal information that you provide in connection with your application and information subsequently provided during the course of your employment, will be used and processed by National Museums NI and our pension administrators and occupational health advisers. This will be in accordance with the General Data Protection Regulation (GDPR) and Data Protection Bill, in order to perform an employment contract and to comply with legal obligations. Please ensure that the information you give to us is correct and that you let us know of any changes as soon as possible. Further information can be obtained from the [Information Commissioner's Office \(ICO\)](#).