



JOB DESCRIPTION

Job Title	Conservator
Location	IWM Duxford
Salary	£30,300 per annum
Career Level	D
Department	Conservation
Normal Working Hours	36 hours net per week
Directorate	Collections & Curatorial
Position Type	Permanent
Reports to	Conservation Manager
Contract	IWM Trading Company

You can read about IWM and the work we do on our [website](#).

Job Summary

This wide-ranging post will include, but not be limited to, the conservation of paper-based objects held in the IWM collections, preparing collections for display or research, the condition reporting of Loans In and Out and the delivery of in-house conservation training.

In this role, you will undertake conservation treatments as defined in agreed, devolved method statements by the Conservation Manager, including: producing risk assessments and method statements for activities as identified by the Conservation Manager; adhering to the relevant COSHH guidelines, to produce risk assessments and method statements for activities related to object conservation as identified by the Conservation Manager; and maintaining electronic records of work done as appropriate to the activity listed in the job description.

The post-holder will be required to work at any of the Museum's sites and/or Loan borrowing institutions as directed.

Key duties

You will be expected to work independently as well as across different teams in order to contribute to and deliver the priorities of IWM - using your knowledge, skills, talent and potential to the best of your ability.

You will focus at all times on delivering excellent customer service, ensure value for money at all times while being professional, courteous and demonstrating the behaviours and attributes expected of all IWM employees. You will also adhere to all corporate standards, and use corporate systems as directed to ensure consistency of service, brand and operational standards.

You will be expected to work across departments effectively, working with individuals, partners and where appropriate volunteers.

To identify and implement learning and development needs for both yourself and your team, including volunteers, if appropriate.

In addition, your duties will include:

1. Identify and evaluate conservation options for paper based collection items, including hazard and risk assessments. Where relevant, working with stakeholders to ensure that appropriate measures are agreed and implemented.
2. Demonstrate an understanding of hazards relating to your work and ensure that your work practices comply with relevant Health & Safety regulations and guidelines, minimising risk to yourself and others.
3. Implement treatment-based, preventive or conservation management measures based on agreed conservation options, ensuring that measures are commensurate with proposal for use (display and storage) and risk aware.
4. Identify materials and components required in a timely fashion with your Conservation Manager.
5. Ensure that conservation measures meet recognised conservation standards.
6. Monitor and evaluate the effect of conservation measures.
7. Inspect, assess and report on the condition of collection items for use (i.e. display, loan) or in support of long-term preservation. Prepare conservation work-plans based on survey results.
8. Carry out condition assessments on Loans In through examining, assessing and reporting. Producing the relevant paperwork, liaising with other departments to fulfil these tasks.
9. Ensure that all conservation evaluation, planning, treatment and recommendations are accurately documented and centrally held.
10. Work with subject specialists (internally and externally) to develop and implement appropriate sources of further analysis, treatment or preventive care where these lie outside your remit or area of expertise.
11. Exercise professional judgement in observing codes of ethics, conservation practise and legal requirements (such as hazard management) informed by the context of the objects and use.
12. Ensure that your practice, knowledge, skills and techniques are up-to-date, both at a general level and in relation to individual projects and tasks that you undertake.
13. Train, supervise and quality assure the work of contractors, technicians, interns, students and volunteers in accordance with IWM policy, procedure and guidance.
14. Carry out pre- and post- use inspections on equipment- notifying issues arising on return of equipment to stores.
15. Undertake day to day activities to the best of your ability and to the required standards; and strive to learn and develop your skills and knowledge.
16. Comply with corporate standards, and use corporate systems, processes and procedures– and undertake any necessary training as directed.
17. Support and facilitate public access to our collection, expertise and knowledge.
18. Develop, partake in and produce accessible material and activities aimed at engaging, informing, educating and enthusing our audiences and potential audiences in the collection and our subject matter, and mission.

Person Specification: Conservator

	Essential criteria	How this will be assessed
1	Relevant conservation qualification or demonstrable experience in a relevant specialist field (paper-based collections)	Application Form & Interview
2	Understanding of COSHH regulations and health and safety legislation relevant to this post	Application Form & Interview
3	Demonstrable knowledge of conservation best practise	Application Form & Interview
4	Experience of working in an accountable environment	Application Form & Interview
5	Able to create accurate data to drive work processes	Application Form & Interview
6	Experience of using IT systems in a working environment	Application Form & Interview
7	Experience of handling museum items	Application Form, interview and practical test
Desirable criteria		
8	Knowledge of analytical techniques such as FTIR, XRF, MFT and Oddy testing	Application Form, interview and practical test
9	Experience of working in a similar museum/visitor attraction or organisation	Application Form & Interview
10	Experience of working in a team	Application Form & Interview
11	Experience of working with volunteers and/or supervising contractors	Application Form & Interview
12	Interest in 20th century history and the collections of the Imperial War Museum	Application Form & Interview
13	Experience of working at height and ability to work at heights of up to 15 metres from static vertical lift and gantry cradle (training will be provided)	Application Form & Interview
14	Clean driving licence	Application Form & Interview
15	ICON Accredited (or working towards Accreditation)	Application Form & Interview
16	Proficient in MS Office and use of databases	Application Form & Interview
Key competencies		
17	Personal Effectiveness	
	Methodical and systematic approach, demonstrating a tenacity and persistence to achieve results. Thinks laterally and creatively in order to overcome obstacles: finds alternative ways forward. Thorough and conscientious in their execution of tasks	Application Form & Interview
18	Teamwork	
	Encourages all team members to work collaboratively. Actively contributes to creating a mutually supportive environment by helping others, seeing different perspectives and finding common ground.	Application Form & Interview
19	Learns / Adapts	
	Actively keeps themselves up to date with the whole of IWM and the relevant changes within the organisation and any professional bodies to make informed and competent decisions. Deals well with unpredictable problems as they arise on a day-to-day basis, applying new learning all the time. Demonstrates a continuous improvement mindset.	Application Form & Interview
20	Customer Care Skills	

	Active listening skills that make the customer feel they have been heard. Communicate a positive and genuine interest in their role and the museum in their interactions with others. Helpful and diplomatic in their interactions with the public.	Application Form & Interview
21	Communication / Professional Presence	
	Expresses themselves clearly – both orally and in written format. Confident dealing with a wide variety of people, always show respect. Able to project gravitas and represent the Museum with authority.	Application Form & Interview
22	Promoting Diversity	
	Recognises and values the benefits of diversity amongst staff and customers, demonstrating respect and empathy towards different groups and individuals. Generates or encourages others to identify ideas for greater levels of diversity and inclusion.	Application Form & Interview
23	Financial Awareness	
	Develops a basic understanding of IWM's financial rules and procedures – and adheres to these. Makes suggestions to save money and enhance income.	Application Form & Interview
24	Digital Awareness	
	Become more digitally aware and responsible in own areas of work.	Application Form & Interview
25	Commercial Acumen	
	Networks actively in order to influence key players and positions commercial propositions for maximum impact.	Application Form & Interview

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.