



## JOB DESCRIPTION

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<b>Job Title</b>	Conservator (Engineering) HMS Belfast
<b>Location</b>	HMS Belfast (London)
<b>Grade</b>	D
<b>Salary</b>	£30,300 per annum
<b>Department</b>	Care and Conservation
<b>Normal Working Hours</b>	36 hours net per week
<b>Directorate</b>	Collections & Governance
<b>Position Type</b>	Permanent
<b>Reports to</b>	Conservation Manager
<b>Contract</b>	Trading Company Contract

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

### Job Summary

The conservator will be responsible for leading a small diverse team of staff and volunteers, carrying out conservation and maintenance of the ship, structure and fittings.

### Key duties

You will be expected to work independently as well as across different teams 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 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 and to identify and implement learning and development needs for both yourself and your team, including volunteers, if appropriate.

**Specific duties will include:**

#### Large object restoration and conservation

- Preparing a general outline of work required to complete specific projects.
- Preparing a work plan for the next three months to be updated on a monthly basis.
- Identifying the components required to complete specific projects.
- Placing orders through the Conservation manager for consumables and stock items required.
- Liaising with the Conservation Manager to arrange long term storage for components removed from the exhibits.
- Carrying out condition surveys of object and items as directed by the Conservation

Manager.

- Preparing a conservation work plan based on the survey in conjunction with all stakeholders in the project.

### **Supervision**

- Supervising any Technicians, Volunteers and work experience students allocated to work on projects under their control to achieve the agreed plan of work on the exhibit under restoration/conservation.
- Ensuring that work carried out under their control is performed in accordance with the relevant Health and Safety Regulations.
- When necessary instructing Technicians, Volunteers and work experience students under their control in restoration/conservation techniques.
- Ensuring that staff, volunteers and work experience students under their control are authorised to carry out tasks allocated to them in accordance with Engineering orders and competency and health and safety legislation.

### **Technical areas**

- Advising on general health and safety requirements or issues in areas within their responsibility.

### **Conservation support equipment**

- Liaising with the Conservation Manager to advice on future requirements or any short comings.
- Notifying un-serviceability's to the Conservation Manager
- Carrying out pre-use inspections on equipment they intend to use.
- Returning equipment to correct storage after use.

### **Research**

- Researching and learning about objects to ensure historical accuracy of your conservation work.
- Maintaining logs and records of your research.

### **Visitor Experience**

- Engage with the public to explain what conservation work is being done and why, whilst maintaining a helpful demeanour.
- Explaining the historical origins of the object, based on your knowledge and research.

### **Conservation records**

- Maintaining comprehensive written and photographic records of restoration/conservation work carried out on projects under their control.
- Liaising with the Conservation Manager to ensure that the records and exhibit files are kept up to date.

## Person Specification: Conservator (Engineering) HMS Belfast

	Essential criteria	How this will be assessed
1	Qualified to City and Guilds or NVQ 3 in a relevant engineering discipline. Or demonstrable experience of working in a specialist field e.g. mechanical or marine engineering.	Application and interview
2	Significant experience in an engineering environment	Application and interview
3	Working knowledge of engineering best practice	Application and interview
4	Ability to plan work programmes and allocate resources	Application and interview
5	Ability to supervise staff and achieve deadlines	Application and interview
6	Ability to keep accurate and concise work records	Application and interview
7	Good communication skills, both written and verbal	Application and interview
8	Able to work anti-social hours (if needed)	Application and interview
	<b>Desirable criteria</b>	
9	Knowledge of Health & Safety legislation	Application and interview
10	G.C.S.E. Maths and English	Application and interview
11	Understanding of museum and conservation issues	Application and interview
12	Experience of working with volunteers	Application and interview
	<b>Key competencies</b>	
13	<b>Learns and adapts</b>	Application and interview
	A flexible, evolving and solution-focused approach that delivers a genuinely value-added service to internal and external customers.	
	Takes a proactive approach to problem-solving.	
14	<b>Personal Effectiveness</b>	Application and interview
	High levels of attention to detail and concentration.	
	Good application of judgement and initiative in order to deal with queries and problems.	
15	<b>Teamwork</b>	Application and interview
	Demonstrates a team-orientated approach.	
	Builds trusting relationships, freely shares information with colleagues and listens to other ideas and perspectives.	
	Supports others and helps to create a productive working environment.	
16	<b>Customer Care Skills</b>	Application and interview
	Demonstrates a genuine desire to work with and serve the public.	
	Engages positively with customers, develops a clear understanding of their needs and does all that is feasible to satisfy them.	
17	<b>Digital Awareness</b>	Application and interview
	Is digitally aware and responsible in own areas of work.	

<b>18</b>	<b>Financial Awareness</b>	Application and interview
	Manages budgets effectively. Demonstrates a responsible attitude to available resources and uses them efficiently and effectively.	
<b>19</b>	<b>Communication/Professional Presence</b>	Application and interview
	Enjoys dealing with the public and willing to give them an appropriate amount of their time.	
	Ability to flex their style to best suit their audience and subject matter, use their knowledge and expertise to aid them.	
<b>20</b>	<b>Leadership/Management Skills</b>	Application and interview
	Remains focused on priorities and does all that is necessary to deliver results.	
	Adapts well to changing demands, overcomes obstacles and remains in control when under pressure.	
<b>21</b>	<b>Promoting Diversity</b>	Application and interview
	Takes an active and supportive role in making the museum an inclusive and rewarding place for customers and staff from non-traditional backgrounds.	
	Demonstrates a commitment to understand and apply the principles of diversity.	

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.