

## **National Army Museum**

Royal Hospital Road, Chelsea, London SW3 4HT

**Post: Collections Data Manager (Stevenage)**

**Post No: NAM 229**

**Reports to: Head of Collections Standards and Care**

### **Job role**

To recommend and work on Collections Management and Digital Asset Management systems at the Museum to support meeting recognised standards, improve collections management processes and increase access to the collection.

Outcomes of this work will be to ensure compliance with collections managements standards (SPECTRUM and ISAD-G) and maximise access to collections, information and specialist knowledge and better enable research outcomes to help deliver the Museum's strategy. It will also ensure the delivery of the Museum strategy, help deliver the communication of collections information and other assets to the museum's audiences, in order to maximise access and commercial opportunities.

### **Job Description**

#### **1. The post-holder is responsible for:**

- (a) Working with the Technical Services team in identifying, scoping and implementing functionality to support collections management, collections access, research, digitisation, communications and commercial requirements as these are planned.
- (b) Ensuring workflow, audit and access protocols are fully optimised to ensure best use of Museum staff and volunteers.
- (c) Assisting with the delivery of the Museum's collections plans, primarily the Documentation plan.
- (d) Working with the Standards and Care team on agreed areas of improvements to the Museum catalogue in support of the Museum's collections plans.
- (e) Maintaining data integrity to ensure coherent development of terminology, indexing, and validity of data.
- (f) Identifying, scoping and recommending additional functionality as part of a development path for collections systems.

- (g) Helping to drive digital engagement with the collections by ensuring the publication of data and digital assets is published and accessible, and aligned with the Museum's communications strategy.

## **2. Resource Management**

- (a) Ensuring collections systems assist with an agile team working environment, to ensure best use of time and resource through better co-ordination, digital ways of working and more efficient workflows.
- (b) Knowledge transfer, coaching and mentoring of colleagues, as part of the Museum's training and development activity.
- (c) Train staff to appropriate levels on the correct use of the collections management system and associated systems.
- (d) The post-holder is responsible for actively developing and managing volunteer projects aligned with collections management, data and digitisation outcomes.

## **3. Internal Relationships**

- (a) Maintaining excellent working relationships with the Museum IT team in regard to infrastructure ensuring data security, data protection, back up, disaster recovery and digital preservation needs are met.
- (b) Excellent relationships to maximise audience engagement, research and commercial outcomes.
- (c) Ensuring a programme of systems training is documented and implemented at appropriate levels for staff and volunteer users.

## **4. External Relationships**

- (a) Liaison and any contract management associated with system suppliers for both Collections management and Digital Asset Management solutions.
- (b) Working with other related organisations on aggregation and other shared opportunities.
- (c) Community and research partnerships.
- (d) Support to the Regimental and Corps Museums network.

**5. Knowledge Management and Development**

- (a) The post-holder will have a sound working knowledge of collections systems and digital asset management systems and how these are applied to Museum, library and archive sector standards.
- (b) The post-holder will ensure their knowledge is maintained and developed with an outward looking and collegiate approach with other institutions and partners, both existing and new.

**6. Health & Safety and Security**

- (a) Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

**7. In addition, the post-holder is required to:-**

- (a) Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- (b) Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.
- (c) Play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources. Effectively managing delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer. To promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Senior Leadership Team.
- (d) Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (*Risk Management at the NAM: Matrix of Risks*).
- (e) Carry out their duties in accordance with the NAM's Equal Opportunities Policy.
- (f) Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other NAM property or services are held, or carried on, as and when necessary. UK and some foreign travel may be required.

- (g) The post-holder will be based at the Museum in Stevenage.
  - (h) The post-holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director and Senior Leadership Team.
  - (i) Chair Museum committees, teams and working parties, as delegated by the Director, Assistant Director (Collections) or Head of Collections Standards and Care, and represent the Museum on external committees as required.
  - (j) Make presentations to the NAM Council (Trustees), the Director, Senior Leadership Team and members of staff.
8. The appointment is permanent and full-time, working 5/7 days. Additional evening and weekend working may be required. The salary is £33,000pa (inclusive). The post-holder is required to give a minimum of three months' notice on resigning.
  9. The appointment will be subject to a security clearance.
  10. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.
  11. The National Army Museum is an equal opportunities employer.

Justin Maciejewski, Director  
National Army Museum

July 2022

Signature:- ..... Date:- .....