

National Army Museum

Royal Hospital Road, Chelsea, London, SW3 4HT

Collections & Programme Division

Post: Collections Support Officer (FTC)

Post No: Various

Reports to: Head of Collections Standards and Care

Job role

To work within the Collections Standards and Care team in support of the Museum's gallery representation programme and deliver against the Collections Standards and Care plans. In particular the safe de-installation and re-installation of collections objects within the Museum's galleries and stores. They will assist in the care, movement, packing, storage, and access to the Museum's collections using best practice to meet the Museum's Strategic Plan.

Job Description

1. The post-holder is responsible for:

- (a) Assisting in the de-installation and installation of objects in galleries as part of the Museum's permanent gallery representation scheme.
- (b) Packing and moving mixed material objects of varying sizes and conditions, including updating location records during handling and transport.
- (c) Measuring and improving data of objects required for the gallery representation scheme.
- (d) Assisting with collections access requests at NAM Stevenage with retrieval of material for research visits and supervision of researchers.
- (e) Supporting the Museum storage and collections care plans by undertaking a range of practical support and re-storage work at NAM Stevenage, such as upgrading storage systems and the movement of objects using manual handling equipment.
- (f) Supporting the Collections Care team with the collections photography programme, and assisting with condition surveys in support of the gallery representation scheme and the Collections Care plan.

- (h) Acting as a supporting courier for the transport of Museum objects alongside other Museum staff.
- (i) Ensuring the safe handling of the collections.

2. Resource Management

- (a) Actively participate in an agile team working environment to ensure best use of use of time, with other Museum staff, contractors and volunteers and ensuring this is reflected and recorded on the planning system.

3. Internal Relationships

- (a) Work as part of the Collections Care team alongside curatorial, photographic, conservation and facilities staff, to ensure the safe handling of the collections.
- (b) Liaising with and advising internal project teams as necessary.

4. External Relationships

- (a) To work with external exhibition contractors where necessary to include, designers, mount makers, art technicians and others as required.
- (b) Acting as an ambassador for the Museum when meeting external contractors, researchers and enquirers.

5. Health & Safety

- (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.
- (b) Ensuring that all tasks are carried out in a safe and secure manner, complying with current legislation and following best professional practice.
- (c) Assisting with hazardous materials identification, management, safe handling and documentation of the collections database so as to ensure compliance with statutory regulations.
- (d) Ensuring proactive compliance with NAM Health and Safety policies, including risk assessments and implementing safe systems of work.
- (e) Taking care of your personal health and safety and that of others and report any health and safety concerns.

6. 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) 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*).
 - (d) Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.
 - (e) 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.
 - (f) The post-holder will be based at NAM Stevenage, but required to work at both NAM Chelsea and NAM Stevenage.
 - (g) 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.
7. The appointment is a fixed-term contract to April 2022 (subject to a three-month probation period), working 37 hours per week, 5/7 days. Additional evening and weekend working may be required. Flexible working arrangements are available. The salary is £20,919pa (pro rata) inclusive. The post-holder is required to give two months' notice in resigning.
8. The appointment will be subject to a security clearance.
9. 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.
10. The National Army Museum is an equal opportunities employer.

[November 2020]

Signed:.....

Date:.....

