

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Head of Equipment & Uniform (Stevenage) Post No: NAM 218

Reports to: Assistant Director (Collections)

Job role

The post-holder will take leadership responsibility for the development, cataloguing, documentation and research of the Museum's collections of three-dimensional material and photography. This covers officially issued material, unofficial material and sealed patterns collections. It comprises collections of uniform, equipment, weapons, flags, medals, insignia and large objects including vehicles. The post-holder will be proactive in ensuring the collection is exploited both physically and digitally for access, research and use.

The post-holder will also contribute to the wider work of the Museum. This will include contributing to policy, projects and public programmes, supporting fundraising and income generation. They will help engender a positive environment, support change and develop colleagues. This will be through line managing staff, sharing knowledge, expertise and best practice with a wider group of collections and research staff to help them develop and deliver the Museum's strategy.

Job Description

1. The post-holder is responsible for:

- (a) Leading and developing the members of the Museums Equipment & Uniform Team/Department.
- (b) Initiating proactive collecting and sustaining reactive collecting of collections material, in accordance with priorities set out in the Collections Development Policy.
- (c) Scoping and initiating Collecting Projects to reflect the current Army.
- (d) Identifying unofficial material for the collections, including photography commissioning projects.
- (e) Identifying and managing collections review and disposal activity in line with the Collections Development Policy, either on planned projects or on an ad-hoc basis as required.

- (f) Establishing priorities for cataloguing and research on both new and existing collections to agreed standards and timescales, with associated research outcomes where required.
- (g) Working with the Standards and Care team to support the Museum's Documentation plan.
- (h) Ensuring that staff specialist knowledge of the collections is developed through active training, coaching and mentoring. Identifying external opportunities to augment this where necessary.
- (i) Using the collections, develop content for use across the Museum offer, including exhibitions and associated public programming.
- (j) Contributing to exhibitions and galleries projects, acting as lead curator as required. Proactively work on gallery object rotation activity.
- (k) Working with other departments as necessary recommend digitisation in support of the Museum's strategic plan.
- (l) Answering public enquiries relating to the collections as required.
- (m) Jointly chairing the Museum's regular Collections Development and Review (CDR) meetings.

2. Resource Management

- (a) Actively participating in an agile team working environment to ensure best use of time and resource, including contractors and volunteers, and ensuring this is reflected and recorded on the planning system.
- (b) Actively develop and manage volunteer projects aligned with the equipment and uniform collections.
- (c) Ensure active staff management and that there is effective knowledge transfer, coaching and mentoring of colleagues, as part of the Museum's training and development activity.
- (d) The post-holder is responsible for leading, managing and developing staff and volunteers.
- (e) Working with the Philanthropy Manager (team) to raise money from external sources in support of specific projects.

3. Internal Relationships

- (a) Working as part of inter-disciplinary teams to deliver special exhibitions, digital content and programme activity, leading where necessary.
- (b) Developing content to support all Museum activity, including communications, research, learning, and public programmes.

4. External Relationships

- (a) Managing relationships with donors, potential donors, dealers and auction houses, as well as the Ministry of Defence (MOD).
- (b) Developing and maintaining close working relationships, partnerships and links with external experts and communities to better exploit the collections.

5. Knowledge Management and Development

- (a) The post-holder will have a sound working knowledge of the story of the Our Army, its history, structure and a strong grounding in a wide range of military collections.
- (b) The post-holder will champion collections-based scholarly research and publication in alignment with the Museum's strategic plan, programme and priorities.
- (c) The post-holder will disseminate knowledge through the delivery of internal and external lectures, media events, programmed events, gallery talks, publishing and digital delivery, and the development of exhibition and digital content.

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, its 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's outstation in Stevenage but will be required to routinely work and attend meetings in Chelsea.
 - (h) 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.
 - (h) Chair Museum committees, teams and working parties, as delegated by the Director, or Assistant Director (Collections) and represent the Museum on external committees as required.
 - (i) 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. The salary is £40,000pa (inclusive). Additional evening and weekend working may be required. 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

January 2022

Signature:- Date:-