

## **National Army Museum**

Royal Hospital Road, Chelsea, London SW3 4HT

**Post: Historian**

**NAM Post No: Various**

**Reports to: Research Director**

### **Job role**

To conduct and communicate research relating to the history and traditions of 'Our Army': the land forces of Britain and the former British Empire.

To encourage research at the NAM by working with the Museum's collections and archive, collaborating with colleagues to enable innovative research, and convening external partners.

### **Job Description**

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

- (a) Conducting advanced research into the history and traditions of 'Our Army', inspired by the Museum's collections and archive.
- (b) Communicating research through a range of outputs including: academic and popular publications, digital content, conference papers, and other public history activities.
- (c) Proactively developing opportunities for partnerships and external funding applications, including Collaborative Doctoral Awards.
- (d) Knowledge-transfer activity, including: supporting the Army's professional development schemes; the Museum's enquiries service; and delivering internal training and briefings.
- (e) Contributing to the Museum's Public Programme and collaborating with colleagues to develop Exhibition, Digital, Learning and other public-facing projects.
- (f) Building academic and professional networks, developing and organising conferences, and helping to deliver the Museum's Associate Fellowship and academic grants programmes.

#### **2. Resource Management**

- (a) Helping to administer the Museum's Associate Fellowship, academic grants and prizes programmes.

- (b) Contributing to the administration and management of project budgets, including conferences and other partnership activities.
- (c) Supervising interns and volunteers working on research and archival projects where necessary.

### **3. Internal Relationships**

- (a) Collaborating closely with Curators to research and communicate knowledge relating to the Museum's collections of objects, weapons, uniform, art and other material culture.
- (b) Collaborating closely with Archivists and Librarian to use and develop the archive and library collections, including advising on cataloguing and acquisitions.
- (c) Collaborating with the Public Programme and Exhibition teams to develop content and contribute to public history activity.
- (d) Providing expert advice where required to colleagues in Communications, Digital, Learning, Partnerships and Regimental Museum Liaison teams.
- (e) Providing timely and pragmatic historical briefings to the Research Director and Senior Leadership Team where required.

### **4. External Relationships**

- (a) Proactively developing professional relationships with academic historians, archives and museum professionals.
- (b) Working with colleagues in Regimental Museums and Archives where required.
- (c) Supporting media activity where required, in liaison with the Research Director and Communications team.
- (d) Developing grant applications with external funding bodies.
- (e) Liaising with Army contacts as required to deliver professional development projects.

### **5. Knowledge Management and Development**

- (a) Maintaining general knowledge of the history and traditions of the British Army and the forces of the former British Empire, and relevant publications.

- (b) Developing specialist expertise in relevant chronological and thematic areas relating to British and Imperial military history, contributing to the Museum's research agenda and in liaison with the Research Director.
- (c) Ensuring that NAM's internal and external communications reflect latest scholarship and that NAM provides an authoritative voice in the field of British military history.

**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) To 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 his/her 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 Chelsea.

- (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.
  - (h) Chair Museum committees, teams and working parties, as delegated, 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.
  - (j) Deputising for the Research Director as required.
8. The appointment is permanent (subject to a six-month probation period) and full-time, working 5 days out of 7. Additional evening and weekend working may be required. The salary is £33,365pa (inclusive). The post-holder is required to give a minimum of three months' written notice in 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:- .....