

Oxford Conservation Consortium

OCC HEAD OF CONSERVATION AND PRESERVATION JOB DESCRIPTION AND FURTHER PARTICULARS

Responsible to: Chair, OCC Management Committee

Job Purpose

To manage the conservation team and oversee the running of OCC, working to ensure that the collections of OCC members are cared for and preserved for the future through the delivery of specialist conservation treatment, preservation advice and activities.

To manage resources of time, people and money effectively, to promote OCC as a centre of conservation excellence, and to advocate for care of collections and conservation.

To carry out conservation assessments and specialist interventive conservation treatments.

Main responsibilities

1. Plan and deliver programmes of conservation, preservation, and collection care, in collaboration with college librarians, archivists, curators.
2. Manage OCC including planning, budgeting, time accounting and reporting, to ensure objectives are met on time and on budget. Responsible for security, H&S, risk management, development and review of policy. As Secretary of the Management Committee also responsible for preparing meeting papers, Annual Reports, Charity Commission returns.
3. Manage the conservation team, mentor and develop staff, train team members to studio standards of excellence.
4. Innovate, develop, disseminate new methods of conservation and preservation, and further the knowledge of materiality of collections to support OCC members.
5. Present the work of OCC through conference presentations and papers, college-based fundraising teaching, research events, participation in professional activities.
6. Other duties that may be required commensurate with the grade of the post.

Key contacts/relationships

Internal:

- Chair, OCC Management Committee
- OCC member college librarians, archivists, curators
- Magdalen College, who provide a full administrative service including HR, accounting, IT, H&S.
- Merton College, who provide accommodation at Grove Cottage, to include fire safety, H&S, emergency response, maintenance.
- Chantry Library, an in-house conservation library which supports OCC and is open to the public for the study of conservation, including recruitment and management of a part-time freelance librarian, strategic planning, fund-raising, project work.

External:

- Contractors, specialist conservators, suppliers, training providers
- Researcher/users of Chantry Library
- Wider conservation sector, professional bodies and networks, visitors/donors to OCC and its members.

Planning and organising

- Plans and organises their work independently and in line with objectives agreed with OCC's Management Committee. As Management Committee Secretary, plans and organises twice yearly meetings of members, and termly meeting of managers.
- Creates annual work plans in discussion with OCC members, organises workflow and delivery by the conservation team, monitors progress/quality and develops service in response to need.
- Ensures a strong commitment to professional ethics and best practice, takes a risk-based approach to treatment.
- Oversees the operation of the Chantry Library and advises on direction.

Problem solving

- Solves problems independently or in consultation with the Management Committee and its Chair, depending on scale and impact.
- Identifies, reviews and suggests alterations of standards, policy, procedure, service delivery in response to need or best practice. Manages change where driven by internal/external environments.
- Investigates and resolves HR management issues in the team.
- Takes responsibility for their own professional practice as outlined in relevant sector standards, and college policy and process.
- Undertakes to make effective use of resources by working safely, ethically and sustainably and contributes to the creation of a working environment where others can do the same.

Decision making

- Plans work and develops procedures in accordance with professional standards and relevant legislation, including risk and CoSHH assessments, safety of staff, and security of collections.
- Advises on assessment, treatment, preservation of collections with collection custodians.
- Decides on priorities in the allocation of resources.

Knowledge, skills and experience

Attribute	Essential	Desirable
Education, Qualifications & Training	<ul style="list-style-type: none">• Expertise in library/archive conservation evidenced by a postgraduate degree in Conservation and Icon Accreditation (ACR), or proven, substantial and relevant experience to an equivalent standard.	
Knowledge & Experience	<ul style="list-style-type: none">• Demonstrated evidence of specialist knowledge, understanding and	<ul style="list-style-type: none">• Active membership of the professional conservation

	<p>experience of the conservation profession as a whole and collection care activities, and active involvement with these activities.</p> <ul style="list-style-type: none"> • Substantial experience of working directly with historic library/archive collections and settings, and with custodians. • Substantial experience of leading a team and delivering an excellent customer-focussed service. • Substantial experience of working independently and in collaboration with others, and making strong decisions. • Experience of successfully managing resources of time, staff, budgets. • Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads and ensure standards, outcomes and meet deadlines. • Line management experience and ability to support and develop the work of others. • Excellent written and verbal communication skills. • Confident user of standard computer software. • Commitment to continued CPD to keep knowledge and practice up to date. • Ability to foster a diverse and inclusive working environment 	<p>community.</p> <ul style="list-style-type: none"> • Experience of preventive conservation within historic buildings. • Experience of emergency preparedness and response • Knowledge of H&S, CoSHH requirements • Experience/familiarity with other conservation disciplines, i.e. works of art on paper, paintings, ceramics, furniture, silver, buildings.
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Person specification

Attribute	Essential	Desirable
Interventive conservation	<ul style="list-style-type: none"> • Substantial experience of complex interventive conservation work on library and archive materials and specialist knowledge and experience of these materials. 	
Accreditation	<ul style="list-style-type: none"> • Nationally recognised status in the conservation profession through professional accreditation (ICON PACR). 	

Skills/abilities	<ul style="list-style-type: none"> • Leadership, vision, positive role model in leading others and advocating change. • Good organisational skills, efficiency, multi-tasking. • Diplomatic, able to maintain and develop relationships. 	<ul style="list-style-type: none"> • Experience of lecturing, writing, publishing in the field of conservation for both professional and general audiences.
Personal Qualities	<ul style="list-style-type: none"> • Professional • Quick, accurate, methodical • Results orientated, hard working • Flexible, can-do attitude • Ability to work to deadlines • Collaborative worker 	

Terms and conditions of employment

Salary: The appointment will be at grade 8 of the University's salary scale, currently £43,414 to £56,592. The appointment will be made on the scale according to skills, abilities, experience.

Length of contract: Permanent.

Hours of Work: Full time 32.5 hours per week. Hours of work are such as are reasonably required to carry out the duties of the post which will at times involve working outside normal hours. Out-of-hours response is required in the event of an emergency affecting collections and the conservation studio. The post-holder will be based at Grove Cottage, but will on occasion be required to work on site in college collections, sometimes with access issues (narrow spiral stairs, etc.). They may also be required to travel to perform courier duties.

Annual leave: 30 days plus 8 statutory public holidays. The postholder will be expected to take annual leave during the Christmas closed period.

Pension: All eligible staff will be auto-enrolled onto the National Employment Savings Trust scheme (NEST) which is a contributory pension scheme.

Maternity Leave: OCC provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is no qualifying period, women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave.

Other benefits: Free use of Oxford University sports facilities, entitlement to free lunches in Hall at Magdalen College except on days when the kitchens are closed. Car parking is available but may be restricted at times.

Probationary and notice periods: The appointment is subject to satisfactory completion of a six-month probationary period, during which the notice period will be one month on either side. For this position the postholder is required to give three months' notice after the probation period has been completed.

Additional information

OCC particularly welcomes applications from Black, Asian and Minority Ethnic Candidates.

This post is based at OCC's central Grove Cottage studio.

OCC reserves the right to make reasonable amendments to the Job Description in consultation with the postholder.

Whilst the hours relating to this post are 32.5 per week, the postholder will be required occasionally to attend meetings and other events outside of normal working hours.

For further information, please contact human.resources@magd.ox.ac.uk

How to apply

Applicants are asked to submit a CV and supporting statement which addresses each of the essential and desirable selection criteria as shown in the Job Description, with an explanation of how you meet each criterion. CV's alone will not be considered. Please email your CV and supporting statement to human.resources@magd.ox.ac.uk by 12 noon on Wednesday 5th April 2023. Late or incomplete applications will not be accepted.

Data Protection

All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy, which can be found at <https://www.magd.ox.ac.uk/other-policies/data-protection/>.