**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Conservator |
| **Job Reference** | 19985 |
| **Grade and Salary** | 5 - £33,366-£39,513 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Economic Development and Archives – Suffolk Archives |
| **Location** | The Hold, 131 Fore Street, Ipswich, IP4 1LR – On-site |
| **Hours per week** | 37 |
| **Status** | Permanent |
| This role may offer the following flexible working options | * Working part time hours (eg different hours/days to advertised)
* Job sharing
* Working compressed hours (eg a nine-day fortnight)
* Use of flexitime / time off in lieu
* Hybrid working options, including some home working – expectation of 80% in the office
* Working adjusted core hours (eg starting later and finishing later or other patterns)
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners, and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

The main purpose of the role is to carry out conservation and preservation work on archives and local studies materials held in Suffolk Archives (SA) in accordance with archival principles, national standards, and best practice.

The role will also provide opportunities to engage a diverse audience preparing and delivering exhibitions, talks, workshops, educational visits etc to raise the profile of our work to conserve Suffolk’s rich heritage.

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| **About the team**  |

Suffolk Archives (SA) is a small, flexible, proactive team that is passionate about sharing Suffolk’s local history and heritage with a wider audience.

The Conservator will work as part of the SA Collections team which is based at The Hold in Ipswich. The team is responsible for preserving Suffolk’s irreplaceable collections and ensuring that these are accessible to the public both on-line, in our search room and through our education, events and exhibition programme. The post holder will work alongside three archivists and reports to the Collections Manager.

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| **What you will be expected to deliver in the role** |

Key responsibilities will include:

* Developing, agreeing, managing and delivering the conservation work programme.
* Ensuring the safe, efficient, and sustainable running of the conservation workshop.
* Undertaking surveys work on material and collections as required and producing reports on minimum conservation requirements including costings for repair work.
* Assessing and reporting on damaged materials and carrying out repacking, preservation, and conservation work on these items.
* Cleaning, packing, and making safe material unfit for handling.
* Contributing to the safe packing and storage of collections and ensuring the supply of packaging materials.
* Contributing to the planning and preparation of archive and local studies material for exhibitions.
* Carrying out environmental monitoring of conditions for archives and local studies materials.
* Assisting with the implementation and delivery of the conservation, management and maintenance documentation plans.
* Maintaining awareness of disaster prevention and carrying out duties specified in the SA disaster plan.
* Helping with the development, design, documentation, and delivery of relevant training sessions for archive staff, volunteers, customers, community groups and project teams including the provision of useful reader information for the website
* Supporting students/volunteers by identifying projects, providing support and training
* Preparing and presenting informal talks, workshops, guided tours etc. to raise the profile of Suffolk Archives.
* Supporting the income generation targets for the service and help develop new opportunities for raising revenue such as offering consultancy / outsourcing services,
* Maintaining professional awareness and knowledge by reading, attending training, and maintaining networks with peer professionals, sharing knowledge where appropriate.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and Professional memberships**

1. Level 7 qualification in conservation as recognised by the Institute of Conservation (ICON) and/or Archives and Records Association (ARA) or a Degree, MA, or Diploma in Conservation of Cultural Heritage or equivalent knowledge and experience
2. Accreditation as a Conservator-Restorer (PACR) awarded by Icon or ARA or willingness to work towards accreditation

**Values and personal qualities**

1. Demonstrate a passion for making a positive difference for Suffolk.
2. Share our [**WEASPIRE**](https://www.careers.suffolk.gov.uk/home/about/our-values) Values and strive to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strive to continuously improve in everything you do, taking the initiative to learn and develop.
5. Strong commitment to public service, high standards of integrity, honesty and sensitivity.
6. Bring creativity into your work through innovation and openness to change.
7. Collaborate well with others and offer assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Extensive hands on/practical experience in the conservation of archival materials e.g. books, paper, parchment
2. Good grounding in science, maths, and chemistry (at least GCSE or O level) to understand the materials being worked on and treatments being used and to record, monitor and produce statistics, carry out chemical measurements etc
3. Relevant experience and/or a qualification in Health and Safety for dealing with COSHH, risk assessments etc
4. Experience of working in an archive office or similar environment
5. Experience of supervising volunteers, interns, and trainees
6. Knowledge of dealing with respiratory sensitisers (mould) and pests
7. Knowledge of GDPR
8. Awareness of the storage needs for different types of documents including working knowledge of relevant standards, methods, and equipment especially BS EN 16893: 2018 Conservation of Cultural Heritage, BS 4971:2017 Conservation and care of archive library collections and PAS198 Specification for managing environmental conditions for cultural collections
9. Knowledge of physical types and formats of archives held in county archives
10. Excellent dexterity and craft skills for undertaking precise practical treatments to archives
11. Excellent demonstration, written and verbal communication skills to show techniques, write reports, guidance notes, presentations, training sessions and to convey complex information to diverse public groups in an emergency/disaster recovery situation
12. Understanding of and ability to take photographs for surveying and record-keeping
13. Knowledge of a wide range of conservation equipment and materials in order to troubleshoot and consult maintenance engineers and suppliers as necessary.
14. Knowledge and experience of electronic collections management systems e.g. CALM.
15. Demonstrable ICT skills related to information and database management and digitisation
16. Able to carry out in-depth research, interrogate databases and communicate the results.
17. Highly organised, able to plan and prioritise own work and the work of apprentices, interns and volunteers on a daily and medium-term basis adhering to agreed deadlines and responding flexibly to urgent requests.
18. Negotiation, influencing and conciliation skills to resolve conflicting interests, work with owners, suppliers and to commission work.
19. Practical, flexible, creative, and adaptable in making informed decisions and solving problems.
20. Accuracy, attention to detail and patience to undertake time consuming and repetitive tasks and to maintain appropriate records of treatments etc.

**Additional requirements**

1. Willingness to work at weekends and evenings
2. Manual handling

**Travel Requirements**

On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.