



JOB DESCRIPTION

Job Title	Preservation Technician
Location	IWM London
Department	Care and Conservation
Reports to	Head of Preservation
Salary	£24,929 per annum
Duration	Permanent
Hours	36 hours a week
Contract	IWM Trading Company
Closing Date	17 th October 2022
Interview Date	27 th and 28 th October 2022

We are one of the world's leading authorities on conflict and its impact on people's lives – from 1914 through to the present day and beyond. Our collections are filled with personal stories and experiences, inspiring powerful and often conflicting emotions. We aim to share these stories with as many audiences as possible across the world in a way that engages and challenges them, increasing understanding of why we go to war and the effect that conflict has on people's lives. In other words, we expect our stories to change the way people think about war.

We rely on our staff to help us achieve this aspiration. You should be able to demonstrate the skills and competencies set out below, but equally we are looking for people who believe in what we do and who we are, and can treat every colleague, customer or visitor with respect, courtesy and honesty. We expect our staff to work flexibly and with enthusiasm. These are the qualities that make IWM such an extraordinary place to work.

Purpose of the job

To undertake preservation activities at IWM sites under the direction, guidance and utilising the expertise of senior staff.

To undertake conservation cleaning at IWM sites, responsible for the cleaning of objects on open display and the cleaning of storage areas. The role shall involve working at height (training shall be provided).

To produce risk assessments and method statements for activities.

To maintain electronic and paper-based records of work done as appropriate to the activity listed in the job description.

The post-holder will be required to work at any of the Museum's sites as directed.

Key duties

You will be expected to work independently as well as across different teams in order to contribute to and deliver the priorities of IWM - using your knowledge, skills, talent and potential to the best of your ability.

You will focus at all times on delivering excellent customer service, ensure value for money at all times while being professional, courteous and demonstrating the behaviours and attributes expected of all IWM employees. You will also adhere to all corporate standards, and use corporate systems as directed to ensure consistency of service, brand and operational standards.

You will undertake day to day activities to the best of your ability and to the required standards; and strive to learn and develop your skills and knowledge.

You will be expected to comply with corporate standards, and use corporate systems, processes and procedures– and undertake any necessary training as directed.

Support and facilitate public access to our collection, expertise and knowledge.

Develop, partake in and produce accessible material and activities aimed at engaging, informing, educating and enthusing our audiences and potential audiences in the collection and our subject matter, and mission.

In addition, your duties will include:

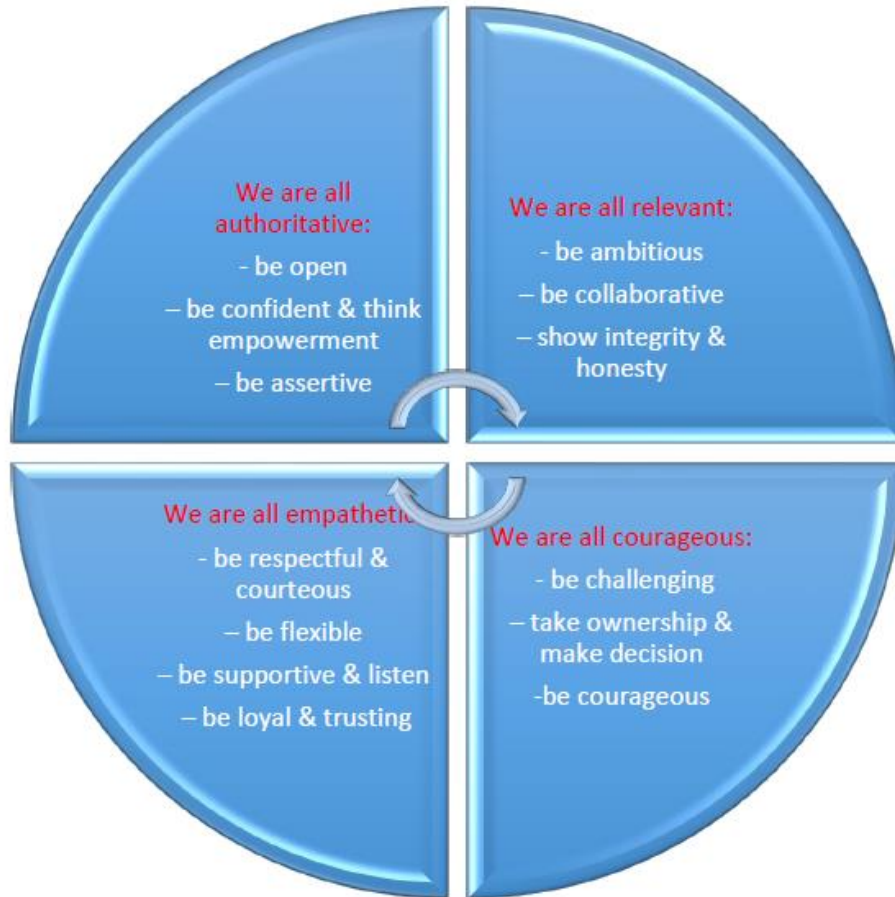
1. Develop and deliver a programme of conservation cleaning for objects on display working with IWM stakeholders (including the Large Object Conservation team and the Exhibitions and Interpretation teams) and partnership organisations.
2. Develop and deliver a targeted storage cleaning programme working with the Movement and Storage team.
3. Maintain and update thorough records of conservation cleaning activities; review and develop a conservation cleaning schedule. Align efficient access for other annual management checks.
4. Budget, order and set up resources and equipment to support conservation cleaning at IWM sites.
5. Identify training requirements (particularly access equipment training).
6. Assessing the condition of collection items relevant to your area of work.
7. Support Care and Preservation staff to deliver Integrated Pest Management systems, maintain the Hanwell Environmental Monitoring system and the Collection Disaster Recovery Plan.
8. Undertake dust analysis and monitoring programmes to inform an annual cleaning schedule.
9. Ensure that all paper based and electronic documentation is accurate and centrally held
10. Undertake and support safe handling, packing and movement of collections.
11. Support the installation and decant of objects within exhibitions, displays or storage
12. Set up, use and provide support the use of specialist equipment. Carry out pre- and post- use inspections on equipment- notifying issues arising on return of equipment to stores.
13. Demonstrate an understanding of hazards relating to your work.
14. Follow agreed risk assessments and method statements and ensure that your work practices and the area for which you are responsible comply with relevant Health & Safety regulations and guidelines, minimising risk to yourself and others.
15. Supervise the work of contractors, interns, students and volunteers in accordance with IWM policy, procedures and guidance
16. Keep work qualifications, skills and knowledge up-to-date
17. Exercise judgement and good practice when undertaking work with collections.

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes

Person Specification: Preservation Technician

Essential criteria		How this will be assessed
1	Able to demonstrate good manual dexterity, a methodical approach and the ability to see problems in the round	Application form and interview
2	Demonstrable interest in museum collections, museum housekeeping, preservation and/or conservation	Application form and interview
3	Willingness to travel to other IWM branches	Application form and interview
4	Literate and numerate – GCSE English and Mathematics at grade C or above.	Application form and interview
5	Capacity to work from ladders and ability to work at heights of up to 15 metres from static vertical lift and mobile platforms (training will be provided)	Application form and interview
6	Experience of working in an accountable environment and under direction	Application form and interview
7	Demonstrable computer literacy and willingness to learn new skills	Application form and interview
8	A good understanding of the importance and requirements of Health and Safety at work (further training can be provided)	Application form and interview
Key competencies		
9	Learning orientation (C) Positive and proactive approach to training and developing relevant knowledge and experience. Willing to make suggestions and put forward ideas. A flexible approach to mixed challenges.	Application form and interview
10	Personal effectiveness (C) Self-organisation with ability to balance planning ahead and short term demands in order to meet external deadlines. Pride in quality of work presentation. Ability to fulfil the physical requirements of the job e.g. Lifting, use of power tools	Application form and interview
11	Team working (C) Self-motivation and ability to work alone or under-direction, as required. Co-operative, open, team approach. Proactively develops an informal network of external and internal contacts	Application form and interview
12	Customer care skills (C) Courteous, helpful and friendly style of communication with staff, volunteers, contractors and visitors alike.	Application form and interview
13	Developing diversity (C) Understands the value of meeting, talking to and working with a wide range of people of all ages, backgrounds, knowledge and interests.	Application form and interview
14	Financial awareness (C) Works in an efficient and cost-effective way which avoids waste.	Application form and interview
15	Implementation of digital developments (C) Is digitally aware and responsible in own areas of work	Application form and interview
Desirable		
16	Experience of handling museum objects	Application form and interview
17	Experience of working in a similar museum/visitor attraction/organisation	Application form and interview
18	Experience of working in a team.	Application form and interview
19	Experience of working with volunteers and/or supervising contractors	Application form and interview
20	Interest in 20th century history and the collections of the	Application form and interview

Our four values guide us in our day-to-day work but they also set principles for how we expect all of us to behave:



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Additional Information

Benefits

Our generous full-time equivalent annual leave allowance is 25 days per annum plus public holidays rising to 30 days after 5 years

- Access to our Pension Scheme arrangements including employer contributions.
- 20% discount in all IWM's on-site shops.
- A 25% discount in IWM's cafes.
- Free entry to all IWM Airshows at IWM Duxford.

- Free entry to a large number of other museums & galleries and their exhibitions which we have reciprocal arrangements with.
- Enhanced maternity and paternity benefits dependent on length of service.
- Access to our in-house training programmes and development
- Access to an interest free season ticket loan scheme after three months service.
- Access to a Ride 2 Work Scheme
- Access to our Employee Assistance Programme, and Career Development Advice.
- IWM staff also have access to The Charity for Civil Servants services and support.
- Eligibility to join the Civil Service Sports Club, securing additional discounts and benefits.
- Access to social events run by groups with IWM.

Selection

The candidates who appear from their application to best meet the essential criteria will be invited to interview. It is thus essential that your application form gives a full but concise description of the nature, extent and level of the responsibilities you have held. The short listing criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed on your application form. Applications by CV only will not be accepted, you may attach your CV once you have completed your application form if you wish.

To Apply

Apply online via our website www.iwm.org.uk/corporate/jobs

Please note we do not accept only CV's, you will be required to fill in an online application form. If you have any queries please contact us at recruit@iwm.org.uk

The closing date for receipt of applications is 9am Monday 17th October 2022.

Interviews will be held on Thursday 27th October and / or Friday 28th October 2022. Please note that the interview date has been specifically chosen according to the availability of the panel. You are advised to keep this date free if you are interested in this vacancy. We are unable to reschedule interviews.

We regret that if you have not heard from us within three weeks of the closing date your application, in this instance, has been unsuccessful.

IWM is committed to a policy of Equal Opportunities.

We miss out when people feel IWM isn't for them, and are committed to removing and reducing barriers to make IWM open to everyone.

Our Access and Inclusion strategy has been developed to promote openness, equal opportunities to access, inclusivity and encourage diversity in everything that we do, from employment practices, the services we provide to our visitors to the facilities we make available to public.

At IWM we seek to address the need for greater diversity within our workforce as well as the wider museum and heritage sector. In all our practices we embrace diversity and promote equality of opportunity and we welcome applications from suitable candidates of all backgrounds.

IWM is committed to safe recruitment and all necessary disclosure and barring checks are mandatory, with higher level checks including Barred Lists for all sensitive roles.