

The University of Manchester

Job Description

Job title:	Collection Care Team Leader
Reports to:	Collection Care Manager
Organisation unit:	University of Manchester Library: Curatorial Practices
Date:	January 2021
HERA:	MAPPS-UML-CP-C&D-B (370, Grade 5)

Overall purpose of the job:

- To provide day-to-day supervision of the Collection Care Team and to direct staff in a wide range of Collection Care activities and procedures

Key responsibilities:

- To contribute to an environment that values and celebrates the diverse nature of the University of Manchester's population and to take positive steps to achieve equality in the workplace and to both meet and exceed our obligations under equality legislation
- To line-manage the Conservators within the Collection Care Team, to direct staff in a wide range of Collection Care activities and procedures, and to support the Collection Care Manager in ensuring the safe and efficient operation of the Collection Care studios on a day-to-day
- To assist in the preservation and conservation of a wide range of library and related objects and advise customers, curatorial and library staff in such matters
- To document and prepare items for exhibition and external loan purposes and to advise curatorial and library staff as appropriate
- To understand and comply with University health and safety policy and statutory requirements, especially COSHH regulations
- To maintain an up-to-date awareness of professional standards and techniques, and to assist research into all aspects of preservation and conservation
- To keep up to date accurate records and documentation associated with conservation & preservation
- To assist in maintaining and developing the Library's collection disaster plan, to participate in disaster planning training and prevention measures, and to lead, or assist as required in collections disaster response and recovery processes
- To assist in assessing priorities of the various collections

- To maintain and improve personal craft and manual skills
- To work as part of the overall Collection Care Team
- To contribute to the development and delivery of the team's operational plan, including by managing agreed projects, and being a member of the Curatorial Practices Operations Group
- To meet agreed personal and departmental performance targets and to collect and collate both quantitative and qualitative information
- To represent the University Library at internal and external meetings and to become involved in external professional networks and groups relating to Curatorial Practices
- To participate in a rota to cover evenings and weekends
- To take an active approach to continuing professional development
- To be responsible for compliance with and the embedding of University policies, procedures and requirements - in particular those relating to health and safety; equality, diversity and inclusion; and information governance
- Such other duties as may reasonably be associated with the grade and a role of this nature
- To work at any Library site as required
- To be flexible in relation to hours of work as may be reasonably requested from time to time
- To wear supplied Library branded clothing during defined promotional activities and special events
- To understand the specific context within which the role operates and how it relates to the wider University goals and business processes, in order to facilitate informed decision making
- To ensure the working environment reflects the University's and Library's values

Person Specification:

Essential knowledge, skills and experience:

- A recognised qualification in book and paper conservation and/or relevant experience
- Working experience of book and paper conservation
- Experience as a practising conservator with books or paper
- The ability to work with various materials
- Proof of manual dexterity
- Excellent communication and interpersonal skills
- The ability to write concise and accurate reports
- Knowledge of relevant computer software
- Able to work to a high standard under tight deadlines
- Able to work as part of a team
- Able to be a participating member at staff meetings
- Good organisational and prioritising skills
- Attention to detail
- Flexible attitude to all aspects of the work
- Self-motivated and able to work on own initiative

Desirable skills, knowledge and experience:

- Good general level of education with knowledge of organic chemistry to at least 'O' level/GCSE standard
- Familiarity with disaster plans, computers and COSHH regulations
- Experience of working as a member of a team
- Knowledge of book, print, drawing, parchment and photographic preservation and conservation
- Good IT skills
- Wider interest in Collection Care issues