

JOB DESCRIPTION

Job Title:	Head of Collections Management
Division:	Conservation and Collections Management
Department/Section:	Collections Management
Pay band:	2 (£44,324 - £53,275)
Reporting to:	Director of Conservation and Collections Management

Background

As the world's greatest museum of art and design, the V&A enriches people's lives by promoting the practice of design and increasing knowledge, understanding and enjoyment of the designed world.

The Collections Management department is responsible for providing collections management services across the Museum and for providing resource planning support to the wider Conservation and Collections Management division (CCM). The department currently comprises four teams and the successful candidate will contribute to a planned review of our divisional structure:

- (i) Documentation and Collections Management Services
- (ii) Photographic Services
- (iii) Resource Planning
- (iv) Technical Services

This is an exciting time to join the V&A team. Our programme of work involves several ground breaking projects including our planned Europe 1600-1800 galleries and the Exhibition Road project, which will create a new temporary exhibition gallery, courtyard space and public entrance. This year we will open the 'Clothworkers' Centre' for Textiles and Fashion Study and Conservation at our off-site storage facility and complete work on our award winning Collections Management Programme. Our exhibition and loans programme involves up to 7 major exhibitions a year and an international schedule of touring exhibitions and loans.

This is a key role which is critical to the successful delivery of our programme and will require someone with drive, excellent organisation and strong management skills to effectively lead the department.

Purpose of Job

Reporting to the Director of CCM the post holder is responsible for collections management policy, procedures and standards, ensuring that the department's work is co-ordinated effectively and that Public Programme and FuturePlan activities are well supported by the teams.

Key Responsibilities

Planning and delivery

- Develop, plan, manage and maintain a collections management strategy (advising on governance and Accreditation), contribute to a Divisional strategy and implement strategic decisions.
- Ensure that the Museum remains at the forefront of good practice in all aspects of collections management, documentation and intellectual property management. Participate as appropriate in relevant national and international fora.
- Communicate effectively with CCM clients and colleagues within the Division, ensuring all contribute to collections management and resource planning.
- Manage the change process, adjusting as required to ensure programmed activities are delivered within the agreed timeframes and budgets while maximising opportunities and minimising risk to ensure that FuturePlan and Public Programme are successfully delivered for the Museum.
- Take a proactive role in seeking funding projects to support the work of the department and the preparation of effective applications in liaison with the Deputy Director, Director of CCM, Research and Development departments.
- Advise on and develop effective collections cataloguing and digitisation strategies.

Project Management

- Successfully complete the V&A's award winning Collections Management Programme.
- Champion the V&A Digital FuturePlan Programme and chair the Digital Asset Management Working Group.
- Make effective use of outside professional support from consultants, contractors, short-term contract and casual staff ensuring consistent service delivery and value for money.
- Represent CCM on major projects and exhibitions as required.

Staff Management

- Manage the activities of the department ensuring appropriate workloads and performance.
- Develop the team through regular performance monitoring and appraisal, and taking appropriate action.

- Deliver strong leadership in the department.

Financial Management

- Manage budgets and time well to ensure value for money is achieved both in the use of staff time and in the procurement of external services and supplies.
- Ensure essential administration and agreed health and safety activities are delivered by the Resource Planning team for the whole Division.

Other

- Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
- Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises.
- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.
- Carry out additional duties as requested.

Person Specification

Essential

- 1 Educated to degree level or equivalent.
- 2 Highly effective leadership, influencing and communication skills, with the ability to create a sense of common purpose across stakeholders with different areas of expertise.
- 3 Extensive managerial experience at a senior level.
- 4 Ability to challenge and review current processes, achieving buy in from senior colleagues to a new approach for delivering the Museum's objectives.
- 5 Sound communicator with strong negotiation skills to ensure best use is made of limited resources to deliver against a wide range of projects.
- 6 Proven skills and knowledge in information science and retrieval systems, with experience of managing collections information systems, managing records for museum objects and large scale automation projects.
- 7 Experience in planning and scheduling.
- 8 Ability to prioritise and sound time management to deliver against tight deadlines.
- 9 Ability to develop good measurement tools to ensure progress is recorded and outcomes achieved.
- 10 Demonstrable experience of high-level budget and financial resource management; able to represent budgetary arguments well both verbally and in writing.
- 11 Strong financial management skills to identify and realise savings and efficiencies across the whole range of scheduling and administrative activities.
- 12 Ability to make effective use of outside professional support from consultants, contractors, short-term contract and casual staff ensuring consistent service delivery and value for money.
- 13 Sound understanding of H&S matters and risk management to ensure compliance.
- 14 Ability to develop proactive, effective and innovative solutions for complex problems.

Desirable

- 1 Experience of working in the cultural sector, in a museum or gallery.
- 2 Understanding of Collections Management and the services CCMD clients require.
- 3 Familiarity with museum data standards (Spectrum, DWA, Categories for the Description of Works of Art, etc.)
- 4 A developed understanding of web technologies (XML, OAI, etc), industry solutions (RFID, etc.), digitisation and new media.
- 5 Project management qualification and experience.

OTHER INFORMATION

Hours/Salary

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary will be within V&A pay band 2 (£44,324 rising to £53,275 per annum). Future pay progression will be in accordance with the V&A's Pay Agreement(s). Normal level transfer and promotion rules will apply for internal candidates.

Annual Leave

28 days plus 8 days public holidays

Pension benefits

The Civil Service offers a choice of either an occupational pension or stakeholder pension, giving you the flexibility to choose a scheme that suits you best. The occupational pension scheme currently has a 3.5% - 8.25% member contribution rate dependent on annual pensionable earnings, with an employer contribution rate of between 16.7% - 24.3%.

The 'Partnership' pension account is a stakeholder money purchase pension with an employer contribution based on age. Further details are available upon request or appointment.

Other benefits

Free entrance to all the major museums in London as well as many others.

An interest free season ticket or bicycle loan is available after three months.

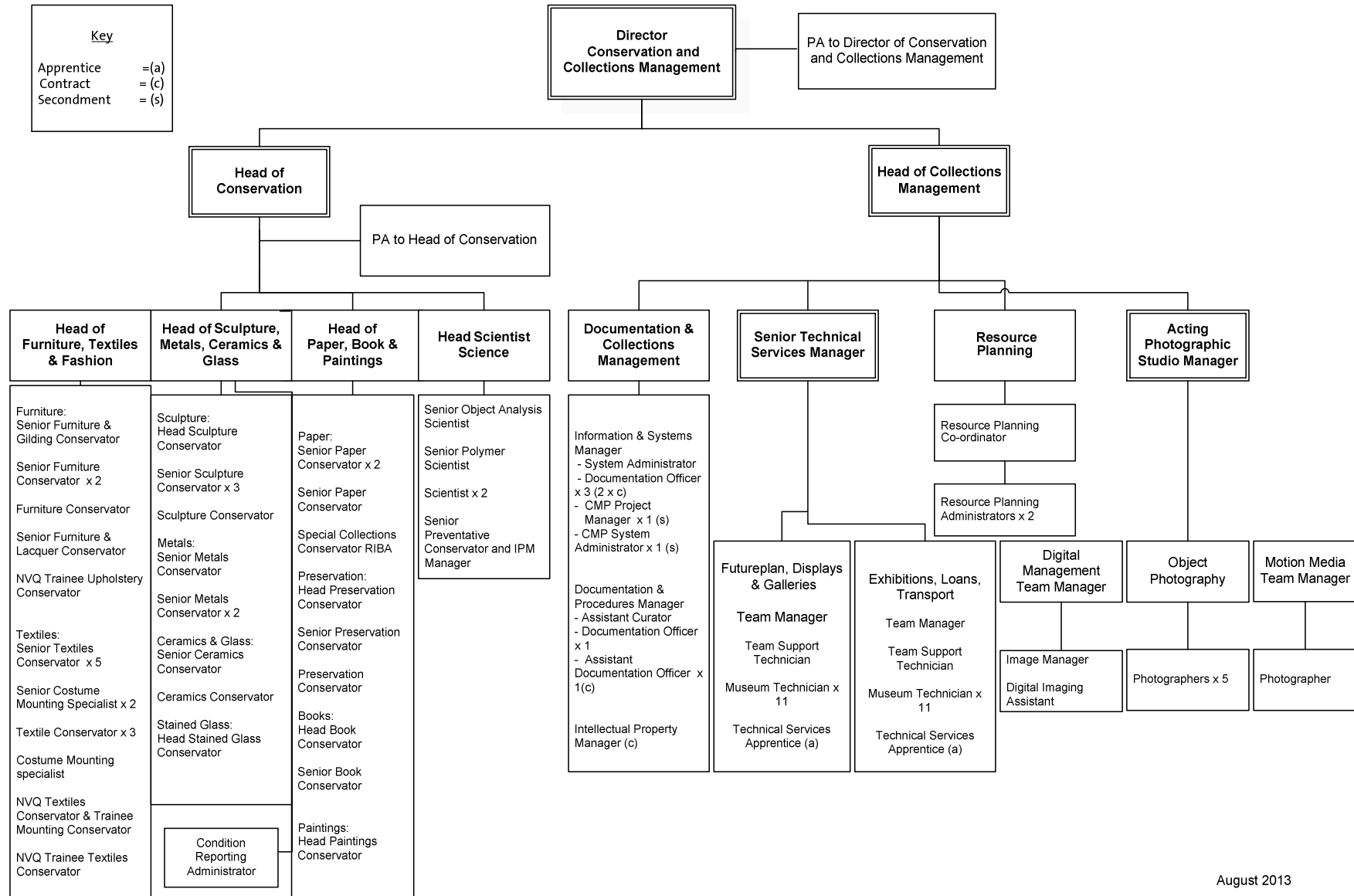
Subject to the society's terms and conditions, V&A staff are entitled to membership of the Benenden Healthcare Society. Further information is available from HR or via their web-site on www.benenden-healthcare.org.uk

To apply

To apply online, please go to the V&A's website at www.vam.ac.uk/jobs

If you have any queries regarding the recruitment process, you can email us – hr@vam.ac.uk or telephone us on 020 7942 2937.

CONSERVATION & COLLECTIONS MANAGEMENT



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