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| Last updated: | 2024 |

**JOB DESCRIPTION**

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| Post title: | **Conservation Assistant** | | |
| Standard Occupation Code: (UKVI SOC CODE) | N/A | | |
| School/Department: | Library | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 2b |
| Posts responsible to: | Conservator | | |
| Posts responsible for: | None | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To provide practical support for collections care activities within Archives & Special Collections and assist with display of heritage assets from across the department’s collections.  The role sits within the conservation team, alongside externally funded technician staff, and will report to the department’s conservator. The post-holder will primarily provide support to the conservator but will also work with the department’s team of archivists, archive assistants and receptionists to deliver guidance and practical services in support of care of the department’s heritage assets. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To assist with the day-to-day care of archives and special collections material. This can involve:   * Data gathering for environmental monitoring * Identification and recording of collection pests * Construction of high quality, conservation-grade bespoke enclosures for archives and rare books material * Collections housekeeping * Maintaining a safe working environment in accordance with health and safety practices | 40 % |
|  | To assist with the delivery of gallery exhibitions and other engagement or outreach activities, ensuring a balance between exceptional quality of presentation and safeguarding of collection items while on display. To include:   * Custom making supports for material on exhibition * Assisting with exhibition installation and deinstallation * Assisting with monitoring, adjustment and recording of light levels and other environmental conditions in the exhibition gallery | 30 % |
|  | To plan, organise and carry out a range of defined practical procedures, using specialist equipment and techniques, ensuring the needs of collection materials are met and knowing when to refer more complex cases to senior colleagues. | 10 % |
|  | To make accurate and effective use of computerised record keeping systems in order to analyse data and create reports on environmental parameters and insect pests. | 5 % |
|  | To assist with maintenance of equipment and materials, including inventory of disaster supplies | 5 % |
|  | To attend relevant meetings when requested by the line manager in support of standard work activities. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Other members of the department  External researchers and other collection users |

| Special Requirements |
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| * Occasional need for compliance with COSHH regulations when working with hazardous materials (e.g. mould) * Occasional requirements to work outside normal working hours (which may include evenings or weekends) in negotiation with the line manager. * Post holders may be asked to work at another campus location to support the delivery of their role and maintain library operations, following consultation with the line manager. * Additionally, the post holder will be required to demonstrate Southampton University behaviours (Embedding Collegiality – see Appendix 1). |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of NVQ3, A-level or advanced apprenticeship.  Minimum of GCSE in English Language and Mathematics or equivalent.  Work experience in a museum, archive or other collections care context.  Demonstrable interest in conservation and collections care, rare books and archives, history and/or cultural heritage.  Demonstrable manual dexterity and precision when working with library and archive materials.  Good vision for colour and detail  Confident user of IT including MS Office.  Numerate and confident in basic data analysis. | Qualification in a relevant practical subject, e.g., fine art, arts & crafts, design crafts.  Interest in developing a career in conservation and/or collections care.  Experience of digital photography.  Understanding of the role of conservation in a research and/or archive setting. | Application, interview and certificates |
| Planning and organising | Able to prioritise, schedule and balance workloads to meet deadlines.  Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.  Able to work to sector standards with minimal supervision. |  | Application, interview |
| Problem solving and initiative | Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures. |  | Interview |
| Management and teamwork | Able to apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role.  Able to contribute to team efficiency through sharing information and constructively supporting others.  Able to ask for help when appropriate.  Willing and able to modify own working practices in line with sector developments and changing priorities. |  | Interview |
| Communicating and influencing | Able to seek and clarify detail.  Able to demonstrate own duties to other colleagues as required.  Experience of providing clear, accurate and concise written documentation. | Experience of providing advice on technical procedures to colleagues. | Application, interview |
| Training and development | Commitment to continuous improvement, learning and personal development.  Commitment to learning and working to sector standards for conservation and collections care. |  | Application, interview, certificates |
| Other skills and behaviours | Excellent attention to detail, able to follow detailed procedures and meet established standards of service in a production setting. |  | Interview |
| Special requirements | Capable of working with materials that may be dusty or mouldy.  Willingness to undertake Health and Safety training specific to role. |  | Application, interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | X |  |  |
| Frequent hand washing |  | X |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | X |  |  |
| Repetitive crouching/kneeling/stooping | X |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  | X |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  | X |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working | X |  |  |
| ## Shift work/night work/on call duties |  |  |  |

Appendix 1.

Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

