



JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Conservation Projects Officer: Furniture and Decorative Arts
Campaign Type:	Concurrent
Payband:	B2 J1
Pay range:	£34,427- £42,543 per annum (<i>Appointment will normally be made at the minimum of the pay range</i>)
Team:	Heritage Collections
Section:	In-House Services
Reports to:	Keeper of Furniture & Decorative Arts
Number of posts:	1
Hours:	Full time 36 hours per week
Contract type/ duration:	18 months with possibility of extension
Issue date:	25 August 2019
Closing date:	18 August 2019 at 23:55

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

Heritage Collection/Team information

The Conservation Projects Officer for Furniture and Decorative Arts is based within the Heritage Collections Team which is responsible for the professional management of three historic collections of national and international importance (Furniture and Decorative Arts, the Parliamentary Art Collection and the Architectural Fabric Collection). This Team provides a bicameral service to the House of Commons and House of Lords for all aspects of collections management, care, conservation, documentation, loans and interpretation.

The *Furniture and Decorative Arts* collection includes over 11,000 objects including historic furniture, clocks, silver and ceramics. It is a working collection with many objects in daily use across the Parliamentary Estate fulfilling the role for which they were designed and made. The Collection mainly comprises items designed in the gothic revival style by AWN Pugin for the new Palace of Westminster along with a large collection of items designed by Sir Giles Gilbert Scott for the House of Commons in 1950.

The *Parliamentary Art Collection* includes over 9000 artworks the majority of which is on display across the Parliamentary Estate and consists of paintings, sculpture, works on paper and other media ranging from ceramics to textiles, medals and political collectibles. The Collection chiefly documents the history and work of Parliament with new works commissioned and acquired.

The *Architectural Fabric Collection* includes over 4,000 items which were commissioned for the Palace of Westminster but have been detached from the built fabric and historic interiors. Most of the collection dates from Charles Barry's Victorian Palace of Westminster.

Job introduction

Over the next 10 to 15 years, planning for the Northern Estates Programme (NEP) and Restoration and Renewal (R&R) will have a big impact on the collections. In addition to supporting these major projects, the post holder will have the appropriate conservation/restoration qualification and background, an understanding and appreciation of historic furniture and decorative arts and the necessary management skills to:

- Survey the conservation requirements of the historic furniture collections, and in particular the Pugin, Victorian and Scott items. Survey the decorative arts collection that includes silver, clocks and other objects in a wide range of media.
- Undertake regular condition assessments such that conservation priorities can be identified.
- To provide specialist training to relevant parties with regards to object handling and increase understanding and awareness of collections care across the Parliamentary Estate.
- Undertake the planning of conservation needs of the collection that will be required in advance of Restoration & Renewal, and in consultation with the Conservation Manager.
- Specify the work to be undertaken by contractors and supervise the works undertaken.
- Source and procure the relevant specialist conservation contractors to undertake the necessary treatment, ensuring work meets recognised national and international standards.
- Ensure all conservation documentation is recorded on the collections management database, EMu, and address the current backlog of records waiting to be added to Emu.
- Manage all Parliamentary procedures necessary to facilitate the conservation work by external contractors.
- To provide support in response to accidental damage to the collection and/or in response to salvage incidents if/as/when required.

Key stakeholder relationships

Internal relationships

- Head of Heritage Collections
- Furniture and Decorative Arts Team
- Parliamentary Art Collection
- Conservation Architects team including the Parliamentary Historian and Archivist
- Parliamentary Maintenance Service Team
- Restoration and Renewal (R&R) and Northern Estate Programme (NEP) teams
- Project Leaders in Strategic Estates
- Lords Facilities Managers and Commons Accommodation Managers
- Departmental Heads (Catering, Broadcast, Governance Office etc)
- Members and staff of both Houses
- Finance staff, Procurement team, security and police
- Black Rod and Serjeant-of-Arms teams
- Outreach and Engagement Service
- Parliamentary Archives

External relationships

- Managers and conservators in allied organisations such as Royal Collection Trust, Historic Royal Palaces, English Heritage, National Trust, historic houses and museums
- Specialist contractors and suppliers of goods and services
- External project managers and staff

Management responsibility

- This post will be required to define tasks and spot-check the work of the auditing teams working on parliamentary projects in partnership with the R&R Documentation Manager
- Responsible for budgets as allocated

Location

This post will be located on the Parliamentary Estate, Westminster, London.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

Hours

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditioned full-time working hours for staff of the House are usually 36 per week, excluding meal breaks. This determines the basis on which we will calculate any pro rata entitlements (e.g. annual leave).

Net conditioned full-time working hours for staff of the House in the Senior Commons Structure are 36 per week plus such additional hours as the service of the House may require. This excludes daily meal breaks of one hour. Exact times of attendance each day are to be agreed with line management.

For further information:

Candidates should refer to the House of Commons careers website

<https://www.parliament.uk/about/working/jobs/> or contact **Recruitment@parliament.uk** or 020 7219 6011.

Application and selection process

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency-based interview.

Candidates invited for interviews, will need to bring their portfolios with them.

Key responsibilities

Priorities and planning

- Devise a programme of assessing condition and conservation requirements for the furniture and decorative arts objects in the collection
- Working with the Furniture and Decorative Arts Conservation Manager to agree the prioritised programme of work resulting from the assessment programme
- Attend meetings with the relevant stakeholders, contractors and staff
- Liaise with other teams and groups in connection with surveys and works
- Raise the necessary requests for object moves, security forms and other steps required to facilitate the necessary enabling works and issue to the appropriate teams ensuring that all works proceed smoothly and economically
- Ensure all conservation documentation has been provided by the specialist conservators and saved on the Collections Management Database, EMu

Quality assurance

- Ensure that good collection care practices are recognised and adhered to, using recognized standards such as BSI PAS 197:2009, Benchmarks, conservation ethical and best practices as laid down by leading bodies such as IIC, ICOM-CC, Icon, and BAFRA
- Undertake inspections of contractors work premises and working practices to ensure the expected standards are met

Budgets and procurement

- Manage the delegated budgets responsibly in compliance with all relevant legislation and House standards
- To ensure that contracts are specified, tendered and let in accordance with the organisation's Procurement Policy
- To source and manage specialist services brought in as required from the approved supplier list or framework, or from newly sourced companies and specialists

Health and safety

- Have good working knowledge of relevant health and safety legislation such as the Safe Use of Woodworking Machinery; Provision and Use of Work Equipment Regulations 1998 ACOP
- Manage all conservation and restoration work within his/her control, ensuring efficient and economical use of resources whilst observing health and safety regulations

Staff management

- Define tasks and spot-check the work of the auditing teams working for the NEP and R&R projects
- Help train members of NEP and R&R audit teams in how to undertake basic condition assessments including how to apply the agreed terms for different levels of damage.

Other

- Attend relevant meetings and briefings with other stakeholders in order to plan and brief on scheduled works
- To assist with the salvage procedures of the Furniture and Decorative Art Collection and other heritage collections as required in the event of any incident as part of the Heritage Collections salvage team
- Other duties as directed by the Line Manager
- Possess effective written and oral communication skills
- Have competent IT skills along with the capability to acquire new IT skills

Qualifications:

- Recognised qualification in conservation of historic furniture such as two-year HND in Conservation & Restoration or equivalent experience
- Experience in other fields of decorative arts conservation and/or Icon Accreditation would be desirable

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
CRITERIA 1 Must have a proven and high level of knowledge and practical experience in the conservation/restoration of historic furniture plus an understanding of furniture design and construction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 Working knowledge and experience in the conservation of decorative arts objects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 Significant experience of working with heritage collections within a museum, art gallery or historic building environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 Will have excellent organisational and prioritisation skills and the ability to take initiative of planning own workload and that of others to achieve demanding tasks and deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 Good inter-personal and customer service skills with the ability to deal tactfully and confidently with people at all levels upholding the principles of equality, diversity and inclusion at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 6 Able to demonstrate effective written and oral communication and have competent IT skills plus the capability to acquire new IT skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>