



HOUSE OF COMMONS

## JOB DESCRIPTION



***Supporting a thriving parliamentary democracy***

<b>Job title:</b>	<b>Head of Heritage Collections</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>A1</b>
<b>Pay range:</b>	<b>£63,716-£69,000</b> <i>(Appointment will normally be made at the minimum of the pay range)</i>
<b>Team:</b>	<b>In-House Services</b>
<b>Section:</b>	<b>Curator's Office</b>
<b>Reports to:</b>	<b>Managing Director of In-House Services</b>
<b>Number of posts:</b>	<b>1</b>
<b>Hours:</b>	<b>Full time</b>
<b>Contract type/ duration:</b>	<b>Permanent</b>
<b>Issue date:</b>	<b>14 January 2019</b>
<b>Closing date:</b>	<b>3 February 2019</b>

### **The House of Commons**

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliament. 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.

### **Collection/Team information**

The Parliamentary Art Collection includes over 9000 artworks the majority of which is on display across the Parliamentary Estate. The Collection consists of paintings, sculpture, works on paper and other media ranging from ceramics to textiles, includes significant collections of medals, political collectibles. The Collection predominately documents the history and work of Parliament and new works are regularly commissioned and acquired. [www.parliament.uk/art](http://www.parliament.uk/art)

The Historic Collections (Historic Furniture and Decorative Arts) collection includes over 11,000 objects including historic furniture, clocks, silver and ceramics. It is a working collection with many collection objects in daily use on 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. There is also a large collection of items designed by Sir Giles Gilbert Scott for the House of Commons in 1950.

Both Collections are managed by professional teams of specialist staff who provide a bicameral service for all aspects of the collection management, care, conservation, preservation, documentation, loans and interpretation.

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. This Collection is being transferred to the Curator's Office with the intention that its care and management will be in line with the other two Collections.

## **Job introduction**

Parliament's heritage collections are public collections in the ownership of the House of Commons and the House of Lords and are of national and international significance. They include works of art (in all their forms), furniture, decorative arts, library holdings, wallpapers and architectural fabric, costume and more. The majority of the collections relate to the design, building, furnishing and decorating of Charles Barry's new Palace of Westminster but also include significant holdings which both predate, and postdate the Victorian period, and include contemporary and well as historic holdings.

The new post of Head of Heritage Collections, incorporating the post of Curator of Works of Art, is directly responsible for three significant collections, the Parliamentary Art Collection, the Historic Collections (Furniture and Decorative Arts) and the Architectural Fabric Collection, whose duty of care responsibilities are carried out by specialist teams directly managed by the postholder. The postholder is responsible for directing the activities of the three teams to ensure that targets are met, best practice observed and value for money achieved.

The Head of Heritage Collections is also the strategic co-ordinator and specialist advisor on policy and requirements for the care and management of the House/s heritage collections (excluding Parliamentary Archives), not just those directly managed, specifically in terms of planning for the Northern Estates programme and the Restoration and Renewal programme, which will have a big impact on collections over the coming 10 to 15 years.

The Head of Heritage Collections is an expert in the field of Victorian art and design and collection management who uses their specialist knowledge to represent and promote Parliament's heritage collections, both internally and externally, authoritatively at all levels.

The postholder also acts as the principal adviser to the Speaker's Advisory Committee on Works of Art and the Lord Speaker's Advisory Panel on Works of Art and to other key Parliamentarians and corporate stakeholders in both Houses.

## **Key stakeholder relationships**

- Members of both Houses
- Chairs of the two Works of Art Committee/Panel
- Senior management and officials from teams of both Houses
- Northern Estates and Restoration and Renewal teams, including advising the Shadow Delivery Board on the management and requirements of heritage collections (excluding Parliamentary Archives) in the years ahead
- Director of the Parliamentary Archives
- Art gallery and museum directors and staff
- Art dealers
- Auction houses
- Commercial galleries, private collectors, donors and lenders
- Staff from UK government departments
- Parliaments and governments of other countries.

## **Management responsibility**

### Direct Reports:

Keeper of Historic Collections (Historic Furniture and Decorative Arts)  
Deputy Curator of Works of Art and Head of Interpretation (Works of Art)  
Collections Care Manager (Works of Art)  
Collections Registrar and Assistant Curator (Works of Art)  
Collections Information Manager (Works of Art)  
Collections Manager (Architectural Fabric Collection)  
Administrative Assistant/Financial Manager

### Countersigning Manager for:

Assistant Curator (Works of Art)  
Assistant Curator (Works of Art)  
Collections Manager (Historic Furniture and Decorative Arts)  
Conservation Manager (Historic Furniture and Decorative Arts)

### **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.

### **Bands A – E Positions**

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will 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](mailto: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.

### **Key responsibilities**

Northern Estate Programme (NEP) and Restoration and Renewal Programme (R&R)

- Responsible for the strategic planning and delivery necessary to ensure the safe and professional care of all the heritage collections (excluding Parliamentary Archives) held by Parliament during these major refurbishment projects. Including advising the Delivery

Authority, House Authorities, the Speaker's Advisory Committee on Works of Art and the Lord Speaker's Advisory Panel on Works of Art.

- Advising, as required, departments not under their direct management (excluding Parliamentary Archives) on staffing and planning to ensure the safety and care of historic objects during these refurbishment projects to ensure all collections, regardless of custodianship, are managed to recognised professional standards.
- Developing and directing the line managed teams during the planning and implementation phases of NEP and R&R. This involves providing strategic direction for the programmes of documentation, conservation, presentation and interpretation of the Collections and forging effective lines of communication with key stakeholder groups and external organisations, and individuals who may support this process.
- Providing expert professional advice to the Works of Art Committee and Panel, Mr Speaker and the Lord Speaker and the House/s Management
- Act as principal adviser to the Speaker's Advisory Committee on Works of Art and the Lord Speaker's Advisory Panel on Works of Art on matters within their responsibility and provides comprehensive and authoritative advice on all aspects of the Parliamentary Art Collection and other heritage collections as required.
- Uses professional knowledge and experience to nurture the development of the Parliamentary Art Collection and directs the programme of targeted acquisitions to ensure that it continues to be a valuable, relevant and meaningful record of parliamentary history. In collaboration with the Works of Art Committee/Panel the postholder plays a leading role in shaping the Collection.
- Responsible for determining policy for managing the three collections in their direct control in line with best museum practice and achieving consensus over new policies and policy changes including from Committee/Panel where necessary. Ensuring that senior management stakeholders are consulted over policies for the three Collections which impact on the administration of the two Houses. As the in-house expert over policy for the three collections, the postholder may be asked to defend policy changes where conflict arises. Similarly the postholder may be required to deliver expert guidance over policy changes generated by other parts of the House Service which impact on the care and management of the three collections.
- Drafting official correspondence for chairs of the Works of Art Committee/Panel and other key stakeholders, particularly where complex or politically sensitive issues are concerned.
- Provides expert professional advice to Works of Art Committee/Panel, and to the Speaker's Art Fund and the House of Lords Works of Art Trust, over the value and relevance of works of art proposed for acquisition. The advice is authoritative and takes account of their significance to the Parliamentary Art Collection, their likely market value and the purchase price which it is appropriate and defensible for a publicly-funded body to pay. Advice will be well researched, capable of withstanding scrutiny and will take account of the Houses' value for money considerations.

#### Directing the work of the Curator's Office in managing the Collections

- Leading the activities of the three collections to ensure that targets are met, best practice observed and value for money achieved. Puts in place policies, protocols and procedures,

and seeks adequate financial and staff resource, to ensure that the Houses' business needs of developing, conserving and documenting the three collections are met.

- Ensuring that documentation systems and protocols are in place to enable the teams to document the Collection to high museum standards.
- Ensuring that interpretation initiatives are in place to use the Collection in a proactive way to engage the wider public with the history and work of Parliament, both in the past and today.

#### Management and financial management responsibilities

- Responsible for developing and delivering their line managed teams' Business Plans. The plan includes the strategic planning for conservation and preventative care projects, the annual programme of acquisitions, documentation and cataloguing projects, and the programme interpretation projects in support the House/s business objectives.
- Responsible for identifying, assessing and addressing risk associated with the Curator's Office activities in line with Parliament's Risk Management Framework

#### **Qualifications:**

The following qualifications are required for this role:

##### **Essential**

Degree in art/design history, history or related subject area.

##### **Desirable**

Postgraduate qualification in art/design related subject, museum studies or management qualification

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<b>Criteria 1</b> Museum/Heritage professional with substantial experience of curating and collection management at senior level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 2</b> Must have significant experience of heritage collections decant/relocation project/s including strategic planning, change management and programming.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 3</b> Subject specialist who can demonstrate significant knowledge of 19 <sup>th</sup> and 20 <sup>th</sup> century art/design history.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 4</b> Expert knowledge and understanding of the requirements of managing national/international standard heritage collections within a museum/historic house context.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 5</b> Proven experience of line management, financial management and project management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 6</b> Must have excellent interpersonal skills and evidence of influencing and negotiating. The ability to deal tactfully and confidently with people at all levels upholding the principles of equality, diversity and inclusion at all times	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 7</b> Demonstrable communications skills for both written and oral work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>