



HOUSE OF COMMONS

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Registrar
Campaign Type:	Concurrent
Payband:	B1
Pay range:	£37,510 - £40,500 (<i>Appointment will normally be made at the minimum of the pay range</i>)
Team:	In House Services
Section:	Curator's Office
Reports to:	Head of Heritage Collections
Number of posts:	1
Hours:	Full-time
Contract type/ duration:	Permanent
Issue date:	25 April 2019
Closing date:	27 May 2019

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.

Team information

The Registrar is based in the Curator's Office which is responsible for the professional management of three historic collections of national and international importance. The Curator's Officer provides a bicameral service to the House of Commons and House of Lords.

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, including 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

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 fulfilling the role for which they were designed and made. The Collection mainly comprises items designed in the gothic revival style by AWN Pugin, there is also a large collection of items designed by Sir Giles Gilbert Scott for the House of Commons in 1950.

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

The Registrar provides specialist professional advice for the Curator's Office teams and takes the lead in delivering a range of work which underpins the security, safety and display of Parliament's art collection (inc works on loan). The Registrar has close working relationships with the Collections Care Managers and the Collections Information Managers and provides collections management leadership ensuring a high standard of practice, as well as having an active role in incident management and salvage policy and delivery.

This is an exciting and important period for Parliament's heritage collections as preparations are made for the decant of large areas of the Parliamentary Estate for the Northern Estates Project (NEP) and Restoration and Renewal (R&R) project (<https://restorationandrenewal.parliament.uk/>). The Registrar will have a key role in advising on and influencing planning the work required to prepare the Collections, particularly the Parliamentary Art Collection for decant.

Key stakeholder relationships

Internally:

Members of both Houses and their staff
House of Commons Service Delivery Team
House of Lords Department of Facilities
Parliamentary Archives
Black Rod's Department
Strategic Estates Project Leaders and Conservation Architect team
Parliamentary Maintenance Services
Parliamentary Procurement & Commercial Service (PPCS),

Externally:

Museum directors, curators and registrars
Private and institutional lenders
Art handling companies
Auction houses/Art dealers/Commercial galleries.

Management responsibility

Assistant Registrar (NEP/R&R) (post not yet established)

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 eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

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

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. 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 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

Management of art handling for the Parliamentary Art Collection

- Directly influences decision-making concerning how works of art in the Parliamentary Art Collection are handled and moved and initiates new working practices and procedures to mitigate the risk of damage.
- Uses own professional knowledge and initiative to analyse complex art handling situations and to determine the specification for the work. Commissions art handlers, negotiates fees, prepares and issues contract documentation in line with the procurement standards and supervises the work. Establishes long term contracts for art handling and storage.
- Determines the annual programme of work, sets targets and determines priorities. Is flexible and able to work on projects as reactive work requests.
- Responsible for the management of the art handling budget which averages £100k per annum.
- Provides specialist heritage support to project managers in Strategic Estates for building maintenance/refurbishment projects which impact on works of art. Uses knowledge and negotiating skills to achieve consensus on required actions and timescales.
- Takes the lead in planning and supervising large scale art handling projects, such as the decant of entire buildings for major refurbishment projects, as well as small scale projects.
- Works collaboratively with the Collections Care Manager on determining appropriate protocols for the display and presentation of works of art.
- Manages the on-site works of art stores (currently 4) and one off-site store. This includes ensuring that appropriate protocols are in place and observed safety and care of Collection.
- Identifies and arranges storage in specialist off-site storage facilities for displaced works of art as required, as well as managing the contractual arrangements for off-site storage to ensure that adequate provision is made for the safe keeping of high value assets owned by the Houses.
- Manages the movement and location control procedure and ensures the catalogue database is regularly updated with new locations.

- Providing advice as required to the Historic Collections team and Architectural Fabric team.

Loans In - Parliamentary Art Collection

- Manages the arrangements for all works of art on loan to the House of Commons and House of Lords (c. 500 objects). Including liaising and negotiating with lenders, preparing and issuing loan agreements, making the arrangements for collection, transportation and installation of loaned works of art, and arranging for indemnity valuations to be prepared.
- Manages the rolling programme of long term loan agreement renewals and reviews the loan policies and loans documentation to ensure that they meet museum best practice and are legally binding.
- Responsible for identifying and resolving issues associated with historic loans.
- Responsible for maintaining and updating the records documentation for loans
- Liaising with legal counsels of both Houses to ensure compliance of all contract documentation to comply with House policies and best practice.
- Works with Collections Care Manager to organise condition checks for all loans in/out by appropriate conservators.
- Supporting estate-wide maintenance projects by ensuring lenders are informed and artworks are protected as part of the Parliament's duty of care.
- In addition, the Registrar provides a loans-in registrar service as required to the Parliamentary Archives, working closely with their Collection Care and Public Services & Outreach teams. (www.parliament.uk/archives)

Loans Out- Parliamentary Art Collection

- Working with curators, archivists and collection care managers the Registrar is responsible for managing arrangements for loaning objects from the Parliamentary Art Collection, Historic Collections and Architectural Fabric Collection.
- In addition, the Registrar provides a loans-out registrar service as required to the Parliamentary Archives, working closely with their Collection Care and Public Services & Outreach teams. (www.parliament.uk/archives)

Accessioning, Inventory Checks and Audit - Parliamentary Art Collection

- Manages and maintains the accession register, ensuring reference numbers are allocated correctly according to professional museum protocols. Responsible for accessioning new acquisitions to standards described in documentation policy.
- Plans and manages the programme of partial and full inventory checks of the Parliamentary Art Collection. This includes planning the most efficient and cost-effective way of carrying out inventory projects in collaboration with other Parliamentary stakeholders. The Registrar uses own initiative and problem-solving skills to identify and resolve inventory anomalies.
- Provides evidence of inventory checks for audit purposes.

Selection of works of art for Members' and staff offices - Parliamentary Art Collection

- The Registrar represents the Curator's Office in dealings with Members and staff in relation to picture selections and manages their expectations and is required to develop and maintain a good working knowledge of the Parliamentary Art Collection.
- Responsible for assessing the display conditions to ensure that works of art are not placed at risk, organising art handling requirements for installation and updated the inventory records.
- Manages Member and key stakeholder liaison and art handling programmes during pre and post General Election periods.

Incident Management – Parliamentary Art Collection

- With the Deputy Curator, delivers the Curator's Office Salvage Plan and is responsible for developing and maintaining it.
- With the Deputy Curator manages the programme of salvage training (developing courses and delivering training as required) for members of the Curator's Office and others as required.
- Working in collaboration with the Collections Care Manager the Registrar plays a leading role in developing and implementing protocols for moving works of art at risk to safe areas in the event of incidents (e.g. floods, fire etc).
- Acts as lead contact during working hours for notification and responding to incidents affecting works of art on the Parliamentary Estate and off-site storage. Supports other Collection teams in as required in responding to incidents. Provides, with others, out of hours 24/7 response to incidents, including response by telephone, attending site as required and managing/co ordinating response to ensure safety of Parliamentary Art Collection and other heritage collections involved.

Documentation -Parliamentary Art Collection

- The Registrar acts as Joint Database Manager with the Collections Information Manager taking a leading role in managing documentation, working closely with the Collections Information Manager to ensure procedures are up-to-date and comply with curatorial policies and Spectrum standards.
- Has system user and registry access for the KE EMu collections management system and maintains records where appropriate.
- Working with the support of Documentation Manager the Registrar organises and task manages work for by R&R cataloguers.

Other Duties

- Health & Safety Coordinator (shared role) for the Curator's Office.
- Acts, with others, as Heritage Supervisor for commercial filming on the Parliamentary Estate, including giving advice for safeguarding heritage collections.

Qualifications:

The following qualifications are required for this role:

Essential

- Degree in either history of art, decorative arts or in an associated art/design historical subject.

Desirable

- Postgraduate qualification in Museum studies, or Associate Membership of the Museums Association.
- Project management qualification

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
CRITERIA 1 Museum professional with significant experience as a Registrar at a public sector museum or art gallery or in a historic house context	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 Highly organised and good time management skills and the ability to manage workloads which involve working on a number of projects at the same time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 Good working professional knowledge of policy for collections management with significant experience of collections registrar functions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 Good understanding of museum/gallery documentation policies and standards (Spectrum), with experience of using specialist museum databases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 Good interpersonal 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 6 Interest in, and knowledge of, 19th and 20th century British art history and / or British history.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 7 Well-developed organisational and project management skills and experience, including drafting contract documentation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>