

## Supporting a thriving Parliamentary democracy

<b>Job Title:</b>	<b>Lead Technician (Heritage Collection)</b>
<b>Salary:</b>	£33,000 per annum (Pro-Rata) (Band B2)
<b>Team:</b>	Heritage Collections (In-House Services and Estates)
<b>Contract Type/Duration:</b>	18 months fixed term contract, with the possibility of extension and/or permanency

### Team Information

The **In-House Services and Estates (IHSE)** team aims to deliver a comfortable, safe and efficient environment for Members, their staff and staff of the House to work in; as well as providing a welcoming and functional environment for all visitors to the House of Commons. The department is also responsible for looking after and managing buildings, capital projects and significant assets on the Parliamentary Estate, which itself forms part of a UNESCO World Heritage site.

The Lead Technician role sits in the **Heritage Collections Team (HCT)** within In-House Services and Estates (IHSE), reporting to the Discovery Phase: Art Handling and Logistics Manager. The HCT are responsible for the professional management of three collections of national and international importance: the Parliamentary Art Collection, the Historic Furniture and Decorative Arts Collection, and the Architectural Fabric Collection. This Team provides a bicameral service to the House of Commons and the House of Lords, and is responsible for all aspects of strategy, display, collections management, care and conservation, technical and procedural standards, documentation, loans and interpretation.

The Parliamentary Art Collection includes 10,000 artworks, the majority of which are 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 Historic Furniture and Decorative Arts Collection includes 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 Architectural Fabric Collection includes over 5,000 items which were commissioned for the Palace of Westminster but have been detached from the built fabric and historic interiors.

The team is in an exciting and challenging period of change as preparations are made for the decant of large areas of the Parliamentary Estate for the Restoration and Renewal (R&R) Programme (<http://restorationandrenewal.parliament.uk>), as well as other associated projects being undertaken across the Parliamentary Estate.

## Job Information

This is a new role within the Heritage Collections Team (HCT) and will lead two skilled technicians forming a new in-house technician team. The team will report to the Heritage Lead for Collections Storage, Standards and Management and work directly to the Art Handling and Logistics Manager. As a new function within HCT, this is a unique opportunity to inform new ways of working and develop in-house knowledge and skill to ensure the care and safe handling of the Heritage Collections. The post-holder will also ensure agreed standards are maintained for object packing, handling, movement, documentation, storage and display. Training and support will be provided as well as an extensive induction to support an understanding of Parliament's unique collections, buildings, stakeholders and internal processes.

The new in-house Technician team will support HCT business as usual, and the Restoration and Renewal Programme (R&R) team to enable related activities such as object assessment and surveys, as well as assist with preparation for a major collections decant. Another key project will be supporting HCT's object assessment workstream (Discovery Phase), which is a parallel, fast-track, off-site consolidation workstream to capture all information relating to the collections currently housed outside the Palace of Westminster, and the requirements for their safe relocation and re-storage. This role will work closely with colleagues within HCT but also develop effective working relationships and networks across Parliament and externally especially with the R&R Delivery Authority.

This role involves line management responsibility.

## Responsibilities

- Plan, oversee and undertake object moves and handling (including heavy lifting and work at height) of Parliament's heritage collections including drafting of risk assessments and method statements, and technical elements, including preparation of equipment, and methodologies, such as appropriate support, bracing or padding for moves. Ensure safe working and best practise of the team when working with specialist equipment and in manual handling.
- Undertake daily location updates on the Heritage Collections Team's Collections Management System (CMS) and liaise with HCT members to fulfil requests received from Parliamentary staff and Members via planning system Planon.
- Support an object assessment (Discovery Phase) workstream at off-site, object store locations, including object assessment, measuring, weighing and advising on appropriate object handling, packing and transport.
- Support the Restoration and Renewal (R&R) Programme's Delivery Authority team with object assessment activities. Attend walk-about to inform mitigation measures to enable R&R surveys (protection in situ or decant of Heritage Collections) and implement.
- Lead small projects to deliver systematic improvement including audit of hanging systems across the Palace of Westminster, upgrade of fixings on framed works and specification of small object mounts. Manage basic collections care activities such as surface dusting, and assessment of object readiness for safe handling (checking glazing, fixings etc.).
- Order materials and equipment needed for object handling, protection and preventive conservation. Manage on-site equipment / material stores, undertake health and safety checks of equipment, together with any calibration and certification for safe use of work and lifting equipment.
- Support the Collections Resilience Coordinator in salvage planning activities including protection in situ measures across the Parliamentary Estate and provide first response support in the event of an incident.

- Enable the smooth management of object movements around the Parliamentary Estate and off site, working with internal teams, external specialists and transport agents.
- Supervise and invigilate works to mitigate risk to the Heritage Collections including but not limited to watching briefs for scaffold strikes, removal of object protection or filming.

## Location

This post will be based on the Parliamentary Estate in Westminster, London and at off-site store locations in London. This will continue during Covid-19 when safe to do so.

## Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

[Click here](#) for further information.

## Hours

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

We welcome applications from 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.

## Hybrid Working

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. Since 2020 our workforce is involved in developing new, business resilient capabilities for hybrid working. We support colleagues to deliver excellent services on the Parliamentary Estate and remotely, while the balance of location varies according to the requirements of each job role.

If you are selected for an interview, please discuss the working arrangements for this role with the interview panel.

## Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability and/or experience a difficulty or disadvantage in your workplace.

## Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

## Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

**Inclusive:** We value everyone equally; We respect each other; We all have a voice.

**Courageous:** We try new things; We own our actions and decisions; We learn from our mistakes.

**Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

**Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

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## Skills and Experience

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### Criterion 1 – Experience

- Heritage professional with wide practical experience as an object handling technician at a public sector museum, art gallery or historic house.
  - Experience of using object handling equipment, of object packing and transport, and of adaptive object handling techniques and approaches.
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### Criterion 2 – Technical Knowledge

- Knowledge of the standards, processes and security concerns underpinning collections care and management, with practical skill in art handling across a wide range of heritage object types and a passion for the care of collections.
  - Knowledge of best practice, practical applications of current health, safety and welfare responsibilities, and legislation for safe use of work and lifting equipment.
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### Criterion 3 – Providing a Customer Focused Service

- Good relationship building skills, with the ability to deal tactfully and confidently with people at all levels upholding the principles of equality, diversity, and inclusion.
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### Criterion 4 – Mitigating Risk

- Uses technical knowledge and experience to inform approach including in assessing and mitigating risk to objects.
  - Generates ideas and actively contributes to problem solving. Works in an agile and calm manner and responds well to reactive working.
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### Criterion 5 – Working with People

- Experience of running a team and managing others, as well as project managing object installations or tasks.
  - Manages staff, time, resources, equipment, and materials well.
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